

2.151.040 Special event permit.

The commission and the supervisors find that there is a need in Pinal County for the issuance of a special event permit.

A. Definitions.

“Fireworks exhibition” means an organized event open to the public where pyrotechnics are exploded.

“Large special event” means an event expected to draw 1,000 people or more as participants or exceeds four days in a calendar year and is not exempt from this section in accordance with subsection B of this section.

“Participants” include, but are not limited to, vendors, attendees, event workers, entertainers, and spectators.

“Small special event” means a special event that does not meet the large special event criteria and is not exempt from this section in accordance with subsection B of this section.

“Special event” means any temporary event or activity to which the public is invited, whether held on public or private property, with or without an admittance fee, and meets any of the following criteria:

1. Differs from the normal usual purpose, or approved use, of the property where the activity is held, and requires approval of two or more county departments by permits or inspections; or
2. Requires approval of three or more county departments by permits or inspections.

(Special event examples may include, but are not limited to, a concert, fireworks exhibition, parade, race, rodeo, and tent revival meeting.)

“Special event committee” means a committee consisting of representative(s) from county departments that include, but are not limited to, public works, planning and development, air quality control, environmental health, sheriff’s office, risk management, public health, emergency management, parks, recreation and fairgrounds, and building safety. Outside agencies may include, but are not limited to, Arizona Department of Transportation, Department of Public Safety, railroads, utility companies, police and fire in the surrounding area of the event.

“Special event contingency plan” means a document that furnishes information, proof, or supporting documentation, of assigned responsibilities, actions, and procedures to be followed if an emergency situation develops.

“Special event coordinator” means a county staff member that will be the point of contact between applicants and the county departments.

“Special event permit” means a permit required by this section.

B. Special Event Permit Provisions and Exemptions.

1. Seasonal or specialty sales lots including, but not limited to, Christmas tree and pumpkin sales are subject to the small special event permit process but are limited to no more than 45 days of site occupation per year per event.

2. No person shall conduct a special event within the county in any structure or area where conducting such special event is prohibited by fire or building code regulations.

3. The following shall not be considered a special event and are exempt from the requirements of this section:

a. Weddings of the property owner or family and friends;

b. Funerals;

c. Elections;

d. Private yard sales on residential lots;

e. Car washes for the sole purpose of fundraising;

f. An activity that does not require county services to a degree above what the county routinely provides and that is not otherwise defined as a large special event under this section;

g. Any event in which the general law of the state or federal government precludes the county from requiring a special event permit for the event;

h. Any event for school purposes that is conducted solely on property owned or leased by a school, to include a school district or a college;

i. Commercial agricultural: trade shows, demonstrations, yield trials, and exhibits held on private property and that are not otherwise defined as large special events under this section;

j. Any special event approved by the supervisors for sponsorship by the county; and

k. Any event held at the county fairgrounds or county parks.

4. Any special event listed in subsection (B)(3) of this section is solely exempt from the special event permit process and may be required to obtain additional permits from the county.

Examples of additional permits may include, but are not limited to, building safety for structures, portable toilets, and/or electrical issues, environmental health for food, public works for right-of-

way (encroachment), air quality for dust control, public health for emergency concerns, risk management for insurance, and sheriff's office for traffic and/or security.

C. General Application Requirements.

1. Every application for a special event permit shall be completed and submitted on forms furnished by planning and development.
2. Applications will be filed with planning and development following the time frames indicated in subsections (F)(1) and (G)(1) of this section.
3. All special event permit applications shall include the following documentation:
 - a. Completed application form;
 - b. A site plan or map of the event area showing a layout of:
 - i. Event functions;
 - ii. Paved and unpaved parking areas allowing 10-foot by 20-foot dimensioned parking stalls for vehicles;
 - iii. Access; and
 - iv. Location of all signage in accordance with Chapter [2.145](#) PCDSC;
 - c. A security plan, along with any specific requested information deemed necessary by the special event committee;
 - d. A dust control plan, at a minimum, describing dust mitigation measures for all ingress, egress, and parking areas;
 - e. A list of all participating vendors and a menu or list of all food for each vendor;
 - f. Events with 500 or more attendees are required to submit a special event contingency plan to include 24-hour contact information for at least two representatives of the event;
 - g. If the applicant requests to provide full hook up overnight accommodations for recreational vehicles and campers, applicant shall include a written proposal adequately justifying reasons for such accommodations and describing a waste disposal plan. If the special event permit allows overnight accommodations for recreational vehicles and campers, applicant shall provide and pay for waste disposal;
 - h. Any additional information which the special event committee finds reasonably necessary to adequately describe or clarify the event or its impact on the county and

county services in order to make a fair determination as to whether a special event permit can be issued;

i. The special event committee may waive the requirement to provide any information when, in its opinion, the information is not applicable; and

j. Special events to be conducted on private property shall obtain authorization from the property owner for the use of the property for such purpose. Applicant shall be required to show proof of the property owner's consent to use private property.

4. There shall be an application fee in accordance with the Pinal County planning and development fee schedule. Depending on the event, the applicant may be subject to additional fees by other county departments involved in reviewing the special event permit that may include, but not be limited to, the public works, air quality control, environmental health, sheriff, risk management, public health, emergency management, and building safety departments.

5. The special event permit may be one of several permits and/or licenses an event applicant may need to obtain. The information on the application and information packet will assist the special event committee to advise the applicant of other necessary permits, licenses, and approvals needed. It is the applicant's responsibility to obtain all required permits, make arrangements for all licenses, inspections, and approvals prior to the issuance of the special event permit and the date of the special event.

6. If the special event will include sale or service of alcohol, a special event liquor license from the state of Arizona is required and all statutes regarding the serving, sale, and consumption of alcohol must be followed.

7. If the special event will include the sale of food, all applicable laws and regulations shall be complied with.

8. If you are using a public roadway, a right-of-way use permit or road closure permit may be required.

D. Administration.

1. Special event permit applications shall be submitted to the one stop shop.

2. Applications requiring a special event permit shall be routed to the special event coordinator.

3. The special event coordinator shall present the application to the special event permit committee for review.

4. The special event committee will review the applications and recommend approval or denial of the special event permit to the appropriate approving authority listed below.

5. The planning director shall review small special event applications for approval or denial according to the criteria set forth in subsection F of this section.

6. The supervisors shall review large special event applications for approval or denial according to the criteria set forth in subsection G of this section.

E. Special Event Committee.

1. The special event committee is involved in providing services or coordination of the process for the successful execution of a special event.

2. The special event committee shall coordinate with county departments and other governmental or private entities with regard to special events.

3. The county will designate a special event coordinator who is responsible for:

a. Maintaining special event committee records;

b. Arranging meeting times and places for the committee;

c. Coordinating the application process with the applicant;

d. Monitoring compliance with the requirements and conditions of the special event permit; and

e. Submitting all applications with the applicable supporting documentation for:

i. Small special event permit review to the planning director; and

ii. Large special event permit review to the supervisors.

4. The committee will inform the applicant of all additional permits that will be required to obtain a special event permit.

5. The committee will provide the approving authority with a recommendation of approval or denial.

F. Small Special Event Permit Process.

1. Applications are to be submitted at least 60 days prior to the proposed special event date. If the application is submitted less than 60 days prior to the proposed special event date, this will result in a late fee being charged. No applications will be accepted less than one week prior to the special event date.

2. The planning director shall approve or deny a small special event permit within 15 days from the date the special event committee makes a recommendation.

3. The applicant may file an appeal to the board of supervisors within 15 days of the planning director's decision of denial.

G. Large Special Event Permit Process.

1. Applications are to be submitted at least 120 days prior to the proposed special event date. If the application is submitted less than 120 days prior to the proposed special event date, this will result in a late fee being charged. No applications will be accepted less than four weeks prior to the special event date.

2. The application shall be placed on the supervisors' agenda for approval or denial of the large special event permit. This public meeting will provide an opportunity for public input on the application.

3. Any minor alterations or modifications as determined by the planning director may be authorized by the planning director if they are consistent with the purpose and intent of the submitted special event permit application and this section.

H. Special Event Permit.

1. The issuance of a special event permit is not deemed evidence or proof that the applicant has complied with the provisions of any other county ordinances, policies, or regulations.

2. The special event permit is nontransferable and valid only for the dates, times, and locations on the permit.

3. All special events that require a special event permit shall, as a condition of the special event permit, comply with the requirements of this section and all other applicable ordinances, policies, or regulations of the county and all applicable federal and state laws.

4. Issuance of Permit.

a. The planning director or the supervisors shall issue a special event permit as provided for herein when, from consideration of the application and from such other information as may otherwise be obtained, the county finds that the event has received approval signatures described in subsection D of this section, Administration;

b. Upon the issuance of a special event permit, the special event coordinator shall send an electronic copy of the permit to the participating department directors and appropriate county staff;

c. Each special event permit shall state the following information:

- i. Name of applicant;
- ii. Valid permit date(s);
- iii. Location of event;
- iv. Hours of operation;
- v. Time frame in which the event area must be returned to pre-event condition. This time frame shall not exceed 48 hours after the last day of the event unless the time frame extension has been approved by the special event permit approving authority;
- vi. Special conditions or provisions with which the applicant is to comply, if applicable; and
- vii. Any such information the county finds relevant for the enforcement of this section.

5. Events which last 14 days or more within one calendar year, will result in permanent improvements to the site, or are determined by the planning director to be beyond the scope of a special event shall require a special use permit or a rezone and will not be considered a special event.

I. Other Certificates or Permits Required.

1. Obtaining any license, permit, certificate, or examination required by federal, state, county or local law shall be the sole responsibility of the applicant.
2. The issuance of a special event permit shall not be evidence that the county knew, or should have known, that another license, permit, certificate, or examination was required or was otherwise improperly issued.

J. Special Provisions Related to Fireworks Exhibitions.

1. The applicant or operator of a fireworks exhibition, and its employees, agents, and/or subcontractors, shall strictly comply with all applicable federal, state, county, and local laws, rules, regulations, and ordinances in conducting any fireworks exhibition.
2. The planning and development department will process special event permit applications for fireworks exhibitions in accordance with the large special event process. However, applications need to be submitted only 30 days prior to the event.

3. In addition to the special event permit application, an applicant shall be required to submit a completed application for fireworks exhibitions to the clerk of the board.
4. An applicant shall be required to post a bond in accordance with ARS 36-1604.
5. A pyrotechnic company, fire department/fire district, or any other sponsoring entity that is responsible for the fireworks display shall provide a certificate or certificates of insurance in an amount to be determined by the county.

K. Denial.

1. Small special event applications can be modified or denied by the planning director for any of the following causes:

- a. Fraud, misrepresentation, or false statement contained in the special event application or scope of event;
- b. Any violation of this section, failure to meet any licensing requirement, including, but not limited to, timely payment of fees;
- c. A special event permit application for the same time and location has been received and will be granted or a special event permit for the same time and location has already been granted;
- d. The applicant has previously violated the provisions of this section or the conditions of a permit previously issued pursuant to the provisions of this section;
- e. The applicant has previously damaged county property and not paid in full for such damages; or
- f. Recommendation of denial by the special event committee.

2. Large special event applications can be modified or denied by the supervisors for any, but not limited to, the following causes:

- a. Fraud, misrepresentation, or false statement contained in the special event application or scope of event;
- b. Any violation of this section, failure to meet any licensing requirement, including, but not limited to, timely payment of fees;
- c. A special event permit application for the same time and location has been received and will be granted or a special event permit for the same time and location has already been granted;

- d. There is history of problems relating to the event in the past or the applicant has not properly managed prior events;
- e. The applicant has previously violated the provisions of this section or the conditions of a permit previously issued pursuant to the provisions of this section;
- f. The applicant has previously damaged county property and not paid in full for such damages; or
- g. Recommendation of denial by the special event committee.

3. For small special event applications, the planning director shall promptly notify the applicant that the application has been denied. The communication with the applicant shall specify the grounds or reasons for the denial.

L. Right of Entry – Display.

- 1. The appropriate licenses and permits shall be displayed at the location where the participants conduct their activities. Applicants or vendors not in possession of the appropriate licenses and permits will not be allowed to participate in the special event.
- 2. Zoning inspectors, law enforcement officers, fire department/district personnel, the designated special event coordinator and any other county personnel on official business shall have the power to enter, free of charge, during the special event and to request the exhibition of the special event permit and any other required permits from any person conducting the special event.

M. Violation of Section.

- 1. The issuance of a special event permit does not justify the violation of any other county ordinance, policy or regulation. The applicant will be responsible for ensuring their special event complies with all county ordinances, policies or regulations.
- 2. This section shall be enforced in accordance with Chapter [2.160](#) PCDSC.
- 3. The following shall apply to all special events:
 - a. It shall be a violation for any person to host or produce a special event without a permit;
 - b. It shall be a violation for any person in charge of, or responsible for the conduct of, a duly permitted special event to fail to comply with any condition of the special event permit or this section; and

c. No special event shall intentionally interfere with the movement of police, firefighting or emergency medical equipment en route to a public safety call. [Ord. 011812-ZO-PZ-C-007-10 § 12; Ord. 012010-SEO § 3; Ord. 61862 § 2329a. Formerly 2.150.325].