

## CONTACT INFORMATION

### **Planning & Building**

Wendell Montes  
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### **Emergency Medical Services**

Jennifer Follis  
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### **Public Works**

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### **Sheriff's Department**

Special Commander  
(831) 755-3700

### **Cal Trans**

Don Webster  
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### **Environmental Health**

Morris Wolford  
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### **Alcohol Beverage Control (ABC)**

Chris O'Hanlon  
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### **Fire District**

See Plans & Permits for Special Events brochure

**HAVE A GREAT EVENT!**

*Events of national and international stature create millions of dollars of economic impact, instill civic pride, and serve as long-term economic development tools for our County.*

*This brochure is intended to provide information that will facilitate the development of your special event planning process.*



**GIVE US A CALL !**

A preliminary conversation with staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

**Office of Economic Development**

**(831) 755-5065**

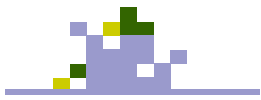


**YOUR GUIDE TO A  
SUCCESSFUL  
SPECIAL EVENT**

**IN MONTEREY COUNTY**



**FOR INFORMATION OR  
ASSISTANCE CONTACT:  
MONTEREY COUNTY OFFICE OF  
ECONOMIC DEVELOPMENT  
(831) 755-5065**



**This pamphlet outlines the process, plans and permits required for special events. While no Special Event Permit is required, there are existing ordinances and codes that require plans be submitted and permits obtained. To make the process easier, a Special Events Committee, consisting of County departments, local/state agencies, and members of the hospitality industry has been established. The Committee's goal is to facilitate communication and coordination among the various agencies and event organizers. It is recommended that you:**

### **I. CONSIDER HOW YOUR EVENT WILL IMPACT THE COMMUNITY AND SURROUNDING AREAS**

### **II. COMPLETE AND SUBMIT A SPECIAL EVENT OUTLINE FORM**

A Special Event Outline Form can be obtained from the Monterey County Office of Economic Development (OED) at 831-755-5065 or downloaded from the website at [montereycountybusiness.net](http://montereycountybusiness.net)

The completed form should be e-mailed or faxed to the OED 210 days prior to the day of your event. The e-mail address is [ortizg@co.monterey.ca.us](mailto:ortizg@co.monterey.ca.us) and the fax number is (831) 751-6933.

- The various county departments and local/state agencies will review the information and you will be notified of any plans and permits required for your event. You will also be invited to attend a committee meeting to discuss your event. This is an opportunity for you to ask questions and clarify any concerns.
- At the Committee meeting you will meet with the County and agency representatives handling the plans and permits for your event.
- Throughout the development of your event, you

will work directly with the department and agency representatives to develop your plans and to secure your permits.

### **III. ITEMS TO CONSIDER:**

- Site location and need for structures (bleachers, stages, tents, etc.)
- County Road/State Highway closures and how they will impact traffic circulation.
- Emergency service needs (Fire and Medical)
- Sell of alcohol and food.
- Clean Up requirements (number and location of restrooms, waste disposal and recycling plans)
- Number of anticipated attendees and how you will handle access and regress.
- Entertainment and noise level.
- Need for onsite and offsite parking and if shuttles will be needed.

### **IV. PLANS AND PERMITS**

*(A detailed information packet on the following can be obtained by calling the Office of Economic Development at (831) 755-5065 or downloaded from [montereycountybusiness.net](http://montereycountybusiness.net)*

Below is a list of plans, permits and timelines that may apply to your event. These timelines have been established to ensure that your permits and plans are processed in a timely manner. It is the responsibility of the event organizer to ensure the timelines are met and to coordinate with the appropriate agency.

#### **PLANS** *(one or more may be required)*

- **Site Plan** – due to Monterey County Planning Department 60 days prior to event.
- **Fire Plan** – due to appropriate Fire District Agency 60 days prior to event.

- **Medical Plan** – due to Monterey County Emergency Medical Services Agency 60 days prior to event.
- **Traffic Plan** – due to Monterey County Public Works Department 90 days prior to event and should include:
  - Parking Accessibility Plan
  - Parking and Shuttle Plan
  - Safety Equipment needs

#### **PERMITS** *(one or more may be required)*

- **Security Permit** – due to Monterey County Sheriff's Department 60 days prior to event and should include:
  - Application for Supplemental Law Services.
  - Emergency Evacuation
  - Application to sell alcohol, if applicable
- **Encroachment Permit** – due to Monterey County Public Works Department 90 days prior to event.
- **Cal Trans Permit** – due to California State Transportation Agency 30 days prior to event.
- **Health Permit** (Food Service) – due to Monterey County Environmental Health 60 days prior to event and should include information on:
  - Number and location of portable restrooms
  - Number and location of vendors and concessionaires
  - Plan for site cleanup
- **Alcohol Permit application** – due to Alcohol Beverage Control (ABC) 60 days prior to event

*NOTE: Other plans and permits not listed may be required.*

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