

SPECIAL EVENT PERMIT

PERMIT GUIDELINES

Description

The Special Event Permit is required for any event that requires access to or closure of the public right-of-way, including public sidewalks or City-owned easements. Examples of events that would require a Special Event Permit include:

- Parade
- Street fair
- Farmer's market
- Bicycle or foot race

Recurring events are required to submit a Special Event Permit Application for each season or calendar year of operation.

Permit Application Requirements

To apply for a Special Event Permit, an applicant must submit the following items:

- A completed and signed Special Event Permit Application Form
- Certificate of Liability Insurance, with City of Hillsboro as additional insured
- Security Plan, if applicable (contact [City of Hillsboro Police Department](#))
- Sanitation Plan
- Proof of Event Notification to Affected Businesses and/or Residents (see attached example letter)
- Civic Center Plaza Activity Permit
 - Required when the event takes place at the Tom Hughes Civic Center Plaza (contact [City of Hillsboro Parks and Recreation](#) for more information)
- Gordon Faber Recreational Complex Use Permit
 - Required when the event takes place at the Gordon Faber Recreational Complex (including Ron Tonkin Field, Hillsboro Stadium, and softball fields; contact [City of Hillsboro Parks and Recreation](#) for more information)
- Public Safety Permit, if applicable (contact [City of Hillsboro Fire Department](#))
- Traffic Control Plan (see [State of Oregon 2011 Temporary Traffic Control Handbook](#) for guidance)
- Washington County [Temporary Road Closure](#) and/or [Event](#) Permit
 - Required when the proposed special event will require full or partial closure of County roads (see [street map](#) to identify roads that are under County jurisdiction)
- [ODOT Permit](#)
 - Required when proposed special event will require full or partial closure of State roads (see [street map](#) to identify roads that are under State jurisdiction)
- Washington County Temporary Restaurant License and/or Food Handler Certificate (if applicable)
- [Oregon Liquor Control Commission Permit](#)
 - Required when alcohol will be served during the special event
- Electrical/Power Plan
 - Required for special events that require the use of electricity (use of street lights as a source of power is prohibited unless otherwise approved by the City or PGE)

Fees

The City currently does not charge a fee for Special Event Permits.

Additional Special Events Permit Guidance

To increase likelihood of permit approval, reduce the risk for liability of the event organizer and City, and to promote a lawful, safe, and successful event, event organizers must address and adhere to the following (presented in alphabetical order). Please note that the following guidelines and conditions may not apply to all events. City permitting staff are available to provide more information and assistance.

- **Accessibility:** During all events held within City-owned rights-of-way, all sidewalk handicapped accesses must be kept clear and all handicapped parking places remain available unless located on a street that has been permitted for closure. Applicants are advised to review and comply with the [Americans with Disabilities Act](#).
- **Animal Control:** All events are expected to comply with City animal control and County Health regulations.
- **Barricades:** Barricades to block the street should be obtained by the event organizer and detailed on the traffic control plan. Many local companies rent these devices.
- **Emergency Access:** For public safety, organizers must provide ample clearance for emergency vehicle and apparatus access at events. Please include a diagram showing the proposed streets to be closed/blocked and the configuration of any vendor booths, stages, or other temporary structures to be placed for event purposes. The plan should include a minimum 20-foot-wide emergency access lane that shall remain open at all times. Please contact the [City of Hillsboro Fire Department](#) for more information.
- **Emergency Medical Response:** Based on the type of event being proposed, the City may require the presence of emergency/medical responders at the expense of the event sponsor. Please contact the [City of Hillsboro Fire Department](#) for more information.
- **Entertainment and Amplified Sound:** All events, including those that use amplified sound and entertainment, must adhere to all guidelines in the City's noise ordinance, [Hillsboro Municipal Code](#) Section 8.24.
- **Notification of Affected Properties:** When an event proposes to close or block a street, the event organizer is responsible to notify property owners fronting or abutting the street and properties whose only access is affected by the proposed closure. Please include a description or copy of the notification in the application. Exemptions may be approved for certain events. Contact the [Public Works Engineering Division](#) for assistance.
- **Notification Signage:** When an event involves street closure, the following signage must be posted in advance, unless otherwise approved by the Engineering Division:
 - Street Closure - post City-approved notification sign seven days in advance of event indicating dates and time of closure.
 - No Parking - post "no parking" signs a minimum of 24 hours in advance of the event if parking is normally allowed in the area of the street to be closed.
- **Other Agency Permits:** The event sponsor is responsible for obtaining permits from other governmental agencies when the event involves activities that utilize non-City controlled streets, rights-of-way, or properties.
- **Sanitation:** For events with activities in the right-of-way, event organizers are to provide the City with a basic description that addresses provisions for restrooms, garbage disposal, post-event cleanup, and recycling. Event organizers are required to return City right-of-way to original condition free of any litter or debris. If there will be food preparation, sanitation descriptions need to include provisions for disposing of cooking waste. Discharge of cooking waste into the storm sewer is strictly prohibited.
- **Security:** Event organizers are required to describe event security and public safety provisions. The City may require the use of trained security personnel or the Hillsboro Police Department. Events that require the presence of Hillsboro police officers may be subject to fees. Contact the [City of Hillsboro Police Department](#) for more information.

- **Special Conditions:** The City reserves the right to impose special conditions on events to ensure the safety of spectators, participants, City-owned property, City employees, the environment, the general public, or any other potentially affected area that impacts the livability of the City of Hillsboro.

City Review and Issuance

Following submittal of the required materials listed above, City of Hillsboro Public Works permitting staff will review the application packet for completeness. Once determined complete, the review and issuance process takes approximately 10 business days. However, to mitigate for unforeseen delays in the review process, it is recommended that a Special Event Permit application be submitted at least 30 days prior to the scheduled event date. If a Special Event is new or is changing significantly from prior events, it is recommended that the Special Event Permit Application be submitted no less than 60 days prior to the scheduled event date. In either case, event organizers are advised to not publicize their event until after City approval of the Special Event Permit Application.

Inspections

No less than 24 hours before the permitted special event will begin, the applicant must schedule a pre-inspection with a City inspector to review the project work plan and ensure the traffic control features have been correctly installed. No more than 24 hours after the special event has been completed, the applicant must schedule a post-event inspection with a City inspector to ensure the event site has been cleaned up and traffic control measures have been removed.

For further questions please contact:

City of Hillsboro Public Works - Engineering Division

(503) 681-6146

or

ENG_PERMITS@hillsboro-oregon.gov

Proposed Special Event

Property Owner Notification Letter

[Event organizers may use this letter to notify property owners fronting or abutting the proposed street to be closed or blocked. If this form is used, please provide one completed copy in the application packet.]

We are applying for a permit from the City of Hillsboro to temporarily close or block the street for the purpose of holding a special event. As part of the application process, we are providing you with the following information:

Name of event and group or organization hosting the event: _____

Name of street and/or cross streets to be used/closed/blocked: _____

Dates and times of event: _____

Details of event (expected attendance, live music, alcohol sales, etc.): _____

Event coordinator name, email and phone #: _____

Comments/additional information: _____

If you have questions, comments or concerns about this event, you may contact the event coordinator identified above, or contact the City Public Works Engineering Division at (503) 681-6146.