



## CITY OF PACIFICA SPECIAL EVENT PERMIT APPLICATION

**TO BE COMPLETED BY THE APPLICANT – PLEASE TYPE OR PRINT IN INK**

<b>Location of Event (Provide site address and include a site plan showing the proposed location of tents, table, chairs stages, booths, etc. The site plan shall be 8 ½" x 11" or 11" x 17" in size):</b>			
<b>Name of Applicant:</b>		<b>Telephone #:</b> <b>Email:</b>	
<b>Mailing Address:</b>		<b>City:</b>	<b>State:</b>
<b>Name of Property Owner (please provide written approval):</b>		<b>Telephone #:</b> <b>Email:</b>	
<b>Address:</b>		<b>City:</b>	<b>State:</b>
<b>Name and phone number of contact person during event:</b>			
<b>Description of event*:</b>			
<b>Number of guests expected:</b>	<b>Date(s) of event:</b>	<b>Hours of event:</b>	

<b>SIGNATURE OF APPLICANT:</b> _____ <b>DATE:</b> _____
---

\*Pumpkin patches and Christmas tree lots require a \$500 refundable deposit. To receive your deposit, please schedule a site inspection with the Planning Department 24 hours after the event concludes. You may request an inspection by email to [permittech@pacifica.gov](mailto:permittech@pacifica.gov) or by phone at (650) 738-7341.