



ENCROACHMENT PERMIT FOR  
**SPECIAL EVENTS**  
ON PUBLIC PROPERTY

PERMIT NO. \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Description of Event: \_\_\_\_\_

\_\_\_\_\_

Event Location: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

The applicant shall complete all conditions noted hereon and obtain all necessary approval and signatures. Submit this completed form along with a site plan and written description of the event for City approval. The City charges a **\$362** permit issuance fee for administrative services (additional costs may also be required). Separate applications and fees may be required from other agencies and their approval is required before the Public Works Department will issue the permit. Minimum 30-day advance notice for Special Event Permits.

**Contact: Public Works Department**  
23825 Stuart Ranch Road, Malibu, CA 90265 (310) 456-2489 ext. 391 or [mpublicworks@malibucity.org](mailto:mpublicworks@malibucity.org)

*City official completes this portion*

This application is for the following:

Sheriff services only

City permit for activities impacting City property

Sheriff services and City permit for activities impacting City property

Approved     Denied Conditions Imposed?  Yes  No

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FEES:  
Sheriff \_\_\_\_\_ + Administration \_\_\_\_\_ = \_\_\_\_\_

**COST ESTIMATE FOR SHERIFF'S SERVICES:** \$ \_\_\_\_\_ to be deposited with the City in addition to \$362 for City administration. This section to be completed by Sheriff's Office:

Approved                       Denied  
Name (print): \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

~see other side for conditions and applicant's signature~

CONDITIONS

- 1. Applicant is required to provide public notification of the event (2 weeks in advance) including the following:
  - Posting of a public notice at the event location
  - Announcement in a local newspaper
  - Distribution of notice to interested parties (i.e. Chamber of Commerce, local homeowner’s associations, etc.)
  - Mail notice to property owners within 100-foot radius of the event
  
- 2. The applicant is required to provide traffic control signage as follows:\_\_\_\_\_
  
- 3. The applicant is required to provide a Certificate of Insurance in the amount of \$1,000,000 liability for this event and also naming the City of Malibu as additionally insured.
  
- 4. The applicant is required to purchase law enforcement services from the Los Angeles County Sheriff’s Department. Contact Deputy John Peck, Monday through Friday, 9 a.m. to 5 p.m. at 27050 Agoura Road, Calabasas, CA 91301, (818) 878-5505, fax (323) 415-7941.
  
- 5. **Los Angeles County Fire Prevention Bureau Approval:**  
 Contact: Inspector, Monday through Thursday, 7:00 a.m. to 10 a.m.  
 26600 Agoura Road, Ste. 110, Calabasas CA 91302-1954 (818) 880-0343, fax (818) 880-0345  
 Approved     Denied                      Conditions Imposed:     Yes                       No  
 Name (print):\_\_\_\_\_ Title:\_\_\_\_\_
   
 Signature:\_\_\_\_\_ Date:\_\_\_\_\_
  
- 6. **Los Angeles County Mountain and Rural Sanitation Program Approval:**  
 Contact: Swati Bhatt, Environmental Health Specialists  
 Monday through Friday, 8 a.m. to 5 a.m.  
 6851 Lennox Ave., Ste. 310, Van Nuys, CA 91405 (818) 902-4470, fax (818) 902-4411  
 Approved     Denied                      Conditions Imposed:     Yes                       No  
 Name (print):\_\_\_\_\_ Title:\_\_\_\_\_
   
 Signature:\_\_\_\_\_ Date:\_\_\_\_\_
  
- 7. The Applicant shall obtain a **CALTRANS Encroachment Permit** for activities within the State right-of-way on Pacific Coast Highway (submit copy of Encroachment Permit).  
 Contact: Elias Fayad, Monday through Friday, 7 a.m. to 9 a.m.  
 120 S. Spring St., Los Angeles, CA 90012 (805) 654-4508, fax (805) 650-7552  
 Approved     Denied                      Conditions Imposed:     Yes                       No  
 Name (print):\_\_\_\_\_ Title:\_\_\_\_\_
   
 Signature:\_\_\_\_\_ Date:\_\_\_\_\_
  
- 8. The Applicant shall obtain a **Los Angeles County Beach/Harbor Use Permit** (submit copy of permit).  
 Monday through Thursday, 7 a.m. to 6 p.m.(Closed on Friday's)  
 13837 Fiji Way, Marina Del Rey, CA 90292  
 Mindy Sherwood (424) 526-7881  
 Approved     Denied                      Conditions Imposed:     Yes                       No  
 Name (print):\_\_\_\_\_ Title:\_\_\_\_\_
   
 Signature:\_\_\_\_\_ Date:\_\_\_\_\_
  
- 9. **Other Approvals/Requirements:**\_\_\_\_\_
  
- 10. Applicant is required to manage and dispose of trash and litter generated during the event. Applicant shall provide clearly delineated containers for recycling cans, glass, plastic and paper during the event and assure that all recyclable materials are properly disposed of. All trash, rubbish, garbage and recyclables shall be kept in containers with tight fitting covers. An adequate number of such containers shall be provided and the contents disposed of in a sanitary and appropriate manner.

**APPLICANTS SIGNATURE:** The applicant hereby certifies that the subject Special Event will be held in compliance with all conditions hereon and as required by other agencies specified above.

\_\_\_\_\_  
Signature of Applicant or Representative:

\_\_\_\_\_  
Date