



CITY OF NORCO

ENTERTAINMENT PERMIT APPLICATION

REQUIRED SUBMITTALS:

- 1. Completed Uniform Application.
- 2. Business License Department Entertainment Permit Application (see Business License Department for Copy).
- 3. Ten copies of the site plan of the subject property showing at a minimum all buildings and all on-site parking, and ten copies of the floor plan of the building where the entertainment will take place. All plans shall be folded to 8½" x 11" so that the bottom right portion of the plan shows.
- 4. One copy of 8½" x 11" clear acetate reduction of site plan and floor plan.
- 5. One copy of Grant Deed.
- 6. Public Notice Requirements:
 - a. Three sets of typed, gummed labels listing the names, addresses, and Assessor's Parcel Number of all property owners within 300 feet of the exterior boundaries of the subject property (the list shall be obtained from the latest equalized assessment rolls issued by the County Assessor's Office). Please include applicant, property owner, engineer and anyone else needing to be noticed.
 - b. Radius map drawn on Assessor's Parcel Maps indicating all property within a 300-foot radius around the subject property.
 - c. Completed Letter of Certification (certifies mailing labels were prepared correctly).
- 7. Photos of the subject property (digital format or hard copies).
- 8. Filing fees: See fee list.



CITY OF NORCO

ENTERTAINMENT PERMIT APPLICATION

File No: _____
Related Files: _____
Date Filed: _____
Fees Paid: _____

GENERAL INFORMATION:

Project Location and Business Name:			
Property Owner:		Applicant:	
Address:		Address:	
Telephone:		Telephone:	
Fax:	E-mail:	Fax:	E-mail:
<p>Note: If the applicant is a corporation, the name shall be exactly as set forth in its article of incorporation and the applicant shall show the name and residence address of each of the officers, directors, and each stockholder owning not less than twenty-five percent of the stock of the corporation. If the applicant is a partnership, the application shall show the name and residence address of each of the members, including limited partners.</p>			

REQUIRED INFORMATION:

1. Provide a detailed description of the proposed entertainment, including type of entertainment (i.e., duo, karaoke, band, etc.).

Number of persons engaged in the entertainment? Please be specific.

Any further information about the entertainment or entertainers as deemed necessary.

2. Provide the date, hours and location where the entertainment is proposed to be conducted, and the admission fee, if any, to be charged.

3. Provide the name or names of the persons having the management or supervision of applicant's business and of any entertainment.

4. Provide a statement of the nature and character of applicant's business, if any, to be carried on in conjunction with such entertainment.

5. Indicate whether or not the persons having the management or supervision of applicant's business have been convicted of a crime, the nature of such offense, and the sentence received therefore.

6. Provide such other reasonable information as to the identity or character of the person or persons having the management or supervision of applicant's business.

APPLICATION CERTIFICATION:

I hereby declare that as applicant for this proposal, I have familiarized myself with the relevant provisions of the Norco Municipal Code; and I have read the foregoing application and know the contents of the application to be true to the best of my knowledge (if applicant is not same as property owner, owner shall authorize applicant to represent his/her interest in the above referenced application by signing below).

Owner:

Applicant:

Date:

Date:



CITY OF NORCO

PROPERTY OWNER LIST LETTER OF CERTIFICATION

I, _____, certify that on _____, the attached property owners list was prepared and that said list contains the names and addresses of all persons to whom property is assessed, as found on the latest equalized Riverside County Assessment Roll, for a distance of 300 feet from the exterior boundaries of the property indicated below:

Address (if available):

Assessor's Parcel Number(s):

I further certify that said list is true and correct to the best of my knowledge. I understand that incorrect or erroneous information may be grounds for rejection of the subject application.

Signature:

Date:

Name:

Title Company :

Address:

Phone Number:



CITY OF NORCO

SAMPLE MAILING LABELS

MAILING LABELS SHALL BE PREPARED AS FOLLOWS:

1. Mailing labels shall be placed on 8-1/2" x 11" sheets with 33 self-adhesive labels per sheet (three columns with 11 labels per column).
2. Three sets of mailing labels are required.
3. Each label shall include the assessor parcel number, owner name and address for each parcel within 300 feet of the subject property as shown on the latest equalized assessment roll of the Riverside County Assessor. In addition, mailing labels shall be provided for the owner of the subject property, the applicant and for the engineer and architect for the project.

SAMPLE LABELS:

129-230-002 Mr. and Mrs. Smith 1234 Republican Ave. Santa Barbara, CA 92860
129-230-003 George Williams 123 Fourth St. Norco, CA 92860
129-241-023 Mr. and Mrs. Johnson 123 Fourth St. Norco, CA 92860

SAMPLE SHEET WITH 33 LABELS:

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