



CITY of OAKLAND
OFFICE of PARKS & RECREATION

PARKS AND RECREATION ADVISORY COMMISSION
City of Oakland
Wednesday, October 13, 2010, 4:30 P.M.
Lakeside Garden Center, 666 Bellevue Avenue, Oakland, CA

AGENDA

1. CALL TO ORDER:
2. ROLL CALL:
BELCHER, ENABULELE, HAMMOCK, MATIS, MILLER, MONTAUK, RICARDS, SCOTT,
TAYLOR, WONG, WU
3. DISPOSITION OF MINUTES:
 - A. Minutes of September 15, 2010
4. SPECIAL ORDERS:
5. PRAC PENDING LIST:
 - A. Commissioners Report Update, Commissioner Taylor
6. MODIFICATIONS TO THE AGENDA:
7. NEW BUSINESS:
 - A. **Request Approval for a Bench In Memory of Stanley Garcia To Be Installed at Lake Merritt on the East 18th Street Pier:** Ms. Katie Sanchez approached the City requesting that a bench in memory of her friend Stanley Garcia be installed on the East 18th Street Pier at Lake Merritt. The plaque is to read "In Loving Memory of Stanley Garcia (1940 – 2010) – Founder of East Oakland Boxing Association". Ms. Sanchez will make a donation to cover costs for the bench purchase, install and plaque.
 - B. **Tree Permit Appeal, 5890 Birch Court, Priory of Saint Albert the Great:** Saint Albert's Priory submitted a tree removal application to remove ten trees. The Tree Services Division approved removal of two trees since they were in declining health. The remaining requests were denied because pruning would provide a continued healthy status for the trees in question. An appeal of the decision was filed by Saint Albert's Priory on the basis that "Ongoing concerns that trees represent personal and property threat to neighbors' safety." The Public Works Agency recommends that the Park and Recreation Advisory Commission deny the appeal by Saint Albert's Priory and tree permit application ND10-069 for 5890 Birch Court.
 - C. **This number is not used:**
 - D. **Request Approval For a Memorial Bench With Plaque In Memory of Carol Lungaard and Buster To Be Donated and Installed Near the Bay View Trail in Joaquin Miller Park:** Mr. Scott Tessmann met with staff in the Public Works Agency requesting permission to donate a memorial bench with plaque to be located in the start of the Bay View Trail on Skyline Boulevard within Joaquin Miller Park. The plaque will read "In Loving Memory of Carol J. Lundgaard & Buster Forever In Our Hearts".

E. **An Informational Report On The Central Reservation Permit Process:** In response to the Parks and Recreation Advisory Commission request, staff has prepared an informational report on the Central Reservation (CRU) Permit Process.

8. COMMUNICATIONS:

9. PRAC COMMITTEE REPORT:

A. Re-election Committee Report

10. ADVISORY COUNCIL REPORTS:

11. CONDITIONAL USE PERMITS:

12. UNFINISHED BUSINESS:

13. COUNCIL REFERRALS:

14. DIRECTOR'S REPORT:

A. Tree Committee: Discuss potential modifications to Tree Committee Membership

B. Tree Permit/Appeal Process: Review Tree Ordinance

15. OPEN FORUM:

16. ANNOUNCEMENTS:

17. ADJOURNMENT:



This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter, or assistive listening device, please call the *Office of Parks and Recreation* at (510) 238-7532 or TDD (510) 615-5883 at least three working days before the meeting. Please refrain from wearing scented products to this meeting so attendees who may experience chemical sensitivities may attend. Thank you.

Next Meeting:

Wednesday, November 10, 2010; 4:30 p.m.

*Lakeside Garden Center
666 Bellevue
Oakland, CA*

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission
FROM: Stephanie Benavidez, Supervising Naturalist
DATE: September 27, 2010
SUBJECT: Request Approval for a Bench In Memory Of Stanley Garcia To Be Installed at Lake Merritt on the East 18th Street Pier

SUMMARY

Ms. Katie Sanchez approached the City requesting that a bench in memory of her friend Stanley Garcia be installed on the East 18th Street Pier at Lake Merritt. The bench will be in accordance with the Public Works Agency and Measure DD design and construction requirements. The plaque is to read "In Loving Memory of Stanley Garcia (1940 – 2010) - Founder of East Oakland Boxing Association". Ms. Sanchez will make a donation to cover costs for the bench purchase, install and plaque.

FISCAL IMPACT

The Office of Parks and Recreation will receive a \$2,500.00 donation from Ms. Katie Sanchez to be used for purchase and installation of a bench with commemorative plaque to be placed on the East 18th Street Pier.

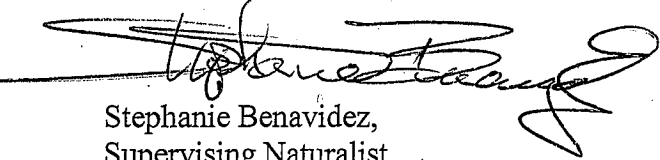
BACKGROUND

Stanley Garcia, former professional boxer and long-time Oakland resident, founded the East Oakland Boxing Association in 1987 because he felt strongly that boxing kept him positively engaged and off the streets. He and his brother Art were Golden Glove recipients who spent many of their years training around Lake Merritt. Stanley felt Oakland belonged to him and wanted to give back to the children by providing them with the same opportunities he received.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request for a memorial bench and plaque inscribed with "In Loving Memory of Stanley Garcia (1940 – 2010) - Founder of East Oakland Boxing Association" be installed on the East 18th Street Pier on the shore of Lake Merritt.

Respectfully submitted,


Stephanie Benavidez,
Supervising Naturalist



**Public Works Agency
Director's Office**

Memorandum

To: The Honorable Jeffery Taylor, Chair
Parks and recreation Advisory Commission (PRAC)

From: Vitaly Troyan P.E., Interim Director

cc: Brooke A. Levin, Assistant Director

Robert Zahn, Tree Supervisor II

Date: October 13, 2010

Re: Tree Permit Appeal, 5890 Birch Court, Priory of Saint Albert the Great

The following is a summary, background, discussion and staff recommendations regarding the appeal of a tree removal permit decision. This appeal is being sent to you pursuant to the Oakland Municipal Code (OMC) Section 12.36.110(C), the Protected Trees Ordinance (PTO), as detailed below.

SUMMARY

Saint Albert's Priory submitted a tree removal application dated July 22, 2010 to remove ten trees; eight sweet gums, one silver maple and one oak. Tree Services approved the removal of the maple and the oak tree since they were in declining health. The request to remove the eight sweet gums was denied due to community opposition and because pruning would provide a continued healthy status for the trees in question.

An appeal of the decision was filed by Saint Albert's Priory on August 30, 2010 (attached). The basis for the appeal was stated as, "Ongoing concern that trees represent personal and property threat to neighbors' safety." A letter from (Very Rev.) Reginald Martin, O.P. and a Landscape Plan for Saint Albert's Priory were included with the appeal submittal (attached).

BACKGROUND

Tree Services received twenty-two emails opposing the removal of the sweet gums. The opposition came from neighbors living on Chabot Road, Birch Court and elsewhere in the neighborhood. The majority of the comments were that the trees add beauty and aesthetic value to the area. The Tree Services decision was issued on August 24, 2010, approving removal of two trees and denying the removal of eight sweet gums.

Saint Albert's is concerned with limb failure from the sweet gums. Limbs up to eight inches in diameter have fallen from the trees. Limb failures can be a threat to both Saint Albert's and the single-family home at 6140 Chabot Road that is adjacent to this row of sweet gums (see attached map).

DISCUSSION

Section 12.36.050 of the OMC lists the criteria used to decide if trees should be removed or preserved. Decision making for tree removals is a two-step process:

- First, applications are reviewed to see if they accomplish at least one of the five possible objectives:
 1. To insure public health and safety as it relates to the health of the tree, potential hazard to life or property, proximity to existing or proposed structures, or interference with utilities or sewers.
 2. To avoid an unconstitutional regulatory taking of property.
 3. To take reasonable advantage of views, including such measures as are mandated by the resolution of a view claim in accordance with the view preservation ordinance (Chapter 15.52 OMC).
 4. To pursue accepted, professional practices of forestry or landscape design. Submission of a landscape plan acceptable to the Director of Parks and Recreation shall constitute compliance with this criterion.
 5. To implement the vegetation management prescriptions in the S-11 site development review zone.

- Second, even if the trees qualify for a removal objective, preservation is required if at least one of four possible grounds for denial apply to the situation:
 1. Removal of a healthy tree of a protected species could be avoided by:
 - a. Reasonable redesign of the site plan, prior to construction.
 - b. Trimming, thinning, tree surgery or other reasonable treatment.
 2. Adequate provisions for drainage, erosion control, land stability or windscreen have not been made in situations where such problems are anticipated as a result of the removal.
 3. The tree to be removed is a member of a group of trees in which each tree is dependent upon the others for survival.
 4. The value of the tree is greater than the cost of its preservation to the property owner. The value of the tree shall be measured by the Tree Reviewer using the criteria established by the International Society of Arboriculture, and the cost of preservation shall include any additional design and construction expenses required thereby. This criterion shall apply only to development-related permit applications.

PRAC Committee

Re: PWA/Facilities and Environment – Tree Removal Permit Appeal, Saint Albert's Priory

Tree Services' decision to deny the permit for the removal of the eight sweet gum was based on the criteria that limb reduction work and thinning would reduce the risk of limb failure from the sweet gum trees.

No landscape plan was submitted that explained how many replacement trees would be installed for the sweet gums, the species and size of the replacements. It was a general concept given to city staff during permit processing. The landscape plan that is attached has clear guidelines about what to do on the Saint Albert's property, but it was submitted during the appeal phase of this process and was not available for consideration at the time of permit application. If the plan had been submitted with the application, there would have been more options to consider. Since no plan was submitted at the time of application, Tree Services Section continues to recommend the denial of the eight Sweet gum trees.

Section 12.36.110(C) of the PTO states, "In considering the appeal, the Park and Recreation Advisory Commission shall determine whether the proposed tree removal conforms to the applicable criteria. It may sustain the decision of the Tree Services Section or require such changes or impose such reasonable conditions of approval as are, in its judgment, necessary to ensure conformity to said criteria."

RECOMMENDATION

The Public Works Agency recommends that the Park and Recreation Advisory Commission:

- Deny the appeal by Saint Albert's Priory;
- Instruct staff to deny tree permit application ND10-069 for 5890 Birch Ct.

Respectfully Submitted,

Vitaly B. Troyan P.E.
Interim Public Works Agency Director

CITY OF OAKLAND
OFFICE OF PARKS & RECREATION

TREE REMOVAL PERMIT APPEAL FORM

- 1. Date: August 30, 2010
- 2. Appellant's Name: St. Albert's Priory
- 3. Appellant's Address: 5890 Birch Court
City, State & Zip: Oakland, CA 94618
Telephone #: (510) 596-1800
- 4. Tree Removal Permit Number: ND10-069
- 5. Address of Tree Removal: 5890 Birch Court, Oakland, CA 94618
- 6. Basis for Appeal: Ongoing concern that trees represent personal and property threat to neighbors' safety.

I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT I AM THE OWNER OF:

THE REAL PROPERTY DESCRIBED IN (5) ABOVE, OR ***

REAL PROPERTY ADJOINING AND/OR CONFRONTING THE REAL PROPERTY DESCRIBED IN (5) ABOVE.

*** property is owned by Western Dominican Province, Inc. I am religious superior of the community resident at 5890 Birch Court.

Signature: _____ Date: August 30, 2010

[Signature]
FOR OFFICE USE ONLY

Appeal Hearing Date: 10-13-10

Received By: GAY WALTER

Appeal Fee Paid: 50.00

Receipt #: 1298

Note: Appeals must be heard by the tree committee at its next scheduled meeting.



PRIORY OF SAINT ALBERT THE GREAT

5890 BIRCH COURT OAKLAND, CA 94618

510-596-1800 WWW.OPWEST.ORG/SAP

August 30, 2010

City of Oakland
Office of Parks and Recreation
250 Frank H. Ogawa Parkway
Oakland, California

The Dominican community at St. Albert Priory shares our neighbors' desire to contribute to the ecological health, quality of life, and the visual beauty of this area. The attached copy of our Landscape Plan demonstrates our commitment to this goal.

St. Albert's was recently granted the City of Oakland's permission (Permit no. ND10-069) to remove liquidambar trees that our immediate Chabot Road neighbors consider a threat to their personal safety and that of their property. More recently, after some area residents expressed concern about the aesthetic impact of the trees' removal, the City revoked its permission.

Those expressing this concern acknowledge the Dominicans' regard for our neighborhood, as well as past collaboration when safety concerns forced us to take steps that altered our property's appearance. The Dominican community has no wish to detract from the livability of our neighborhood, and we have stated publicly that removing the liquidambars is a last, not a first, resort. However, the report that Tree Supervisor Robert Zahn submitted to the Office of Parks and Recreation notes "structural defects in a few of the trees which may or may not respond" to pruning. This judgment increases our concern for the safety of our Chabot Road neighbors.

Although our Landscape Plan emphasizes our regard for native plants, we are prepared to take reasonable steps to preserve the non-native liquidambars. However, as the "structural defects" Mr. Zahn noted may prove irremediable, or demand an extremely costly remedy, we ask the Office of Parks and Recreation to restore permission to remove the liquidambars. Should we be forced to embrace this last resort we will replace the trees (as our Plan indicates) with trees more suitable to the location and our immediate neighbors' concerns.

Sincerely,

(Very Rev.) Reginald Martin, O.P.
Prior

LANDSCAPE PLAN for SAINT ALBERT PRIORY

INTRODUCTION

The Priory of St. Albert the Great consists of a religious residence with attached Chapel, situated on approximately five acres in the Rockridge neighborhood of Oakland, California. Over the years, Dominicans and others who have worked or lived in the Priory, have made many alterations to the Priory grounds. This has resulted in a landscape which, although beautiful, lacks harmony. In addition, some plants (including shrubs, trees, lawns, etc.) are either non-native "problem plants," or have come to the end of their lifespan and must be replaced. Further, some plants are not well-located, either for the health of the plant (*e.g.*, certain trees in the lawns), overcrowding (*e.g.*, "volunteer" trees) or for the attractiveness of the area (*e.g.*, sunflowers in the back yard).

To harmonize and improve landscaping at St. Albert's, and to address some of the landscaping problems, the Priory embraces this comprehensive landscape plan, which will guide our efforts over the next few years.

I. GOVERNING PRINCIPLES

A. Plant Selection

Five basic factors govern the care of plants: watering, feeding, pruning, disease/insect control, and, in some cases, frequent replacement (*e.g.*, annuals). When it selects new or replacement plants, the Priory will seek those that are disease/insect resistant, require simple or infrequent pruning, and do not require especially meticulous attention to feeding and watering. Priority will be given to selecting California natives, especially in areas near the creek.

B. Maintenance

The Priory will give highest priority to plants that require low maintenance, and will adopt planting patterns that reduce the maintenance workload.

C. Cost

The Priory will strive to contain the cost of its plants and landscaping. If necessary, however, the Dominican community will accept higher initial expenses if this investment can be reasonably expected to reduce long-term maintenance costs.

D. Limiting the number of plant varieties

The five basic factors of care differ for each plant. Limiting the number of plant varieties will simplify routine maintenance. At the same time, certain areas of the yard will remain "variety areas" or "experimental areas" where the Priory can cultivate different plants or study the maintenance requirements of unusual species.

E. Simplicity of design

Simplicity of landscape design unites all these principles. St. Albert Priory will strive for beauty, harmony, and elegance in its landscaping through strong effects created by massed and architectural planting patterns, which are key to achieving aesthetically pleasing, yet lower maintenance, landscaping at St. Albert's.

II. MASSED PLANTINGS

This technique involves using one or more plants (*e.g.*, bracken ferns), in an extended area of the yard. The large size of St. Albert's property lends itself to landscaping of this sort. It can be somewhat informal, which will allow prolonged periods between maintenance, if necessary. Some areas of the yard already make good use of this principle.

A. Architectural plants

Architectural plants are strong and distinctive species, which can stand on their own or be combined with others to create a simple, bold, elegant landscape.

B. Architectural planting

Architectural planting employs architectural plants in three principal ways:

1. Using plants with strong, positive shapes, and positioning them so viewers may enjoy the distinctive features of an individual plant, as well as its relation to neighboring plants. Plants are placed with room to grow without interference from their neighbors, and such plants are often allowed to reach their full size.
2. Grouping plants to form a hedge or other distinctive feature.
3. Emphasizing shape over color. The use of only a few colors, while relying on shape and structure ensures a consistently beautiful look throughout the seasons. This choice also helps avoid the "busy" look of a large variety of plants. The simplicity of the planting will accent the Priory building rather than compete with it. Furthermore, these techniques simplify maintenance.

Although this type of landscaping may seem "trendy," because it is currently in vogue, its techniques are hallowed in the long history of landscape gardening. It is, thus, a recovery of classical landscape principles. Careful planning now will ensure years of attractive, low maintenance plantings for the Priory, and, over time, yield a net savings in landscaping expenses.

III. SELECTIVE PLANT REMOVAL, RELOCATION & REPLACEMENT

St. Albert Priory is host to a number of plants and trees that have been planted in the wrong spot or have reached a condition where they pose a threat and hindrance, rather than a benefit, to the landscaping. Some areas of the yard are missing the plants required to complete a pattern, such as a hedge. Thus, plants must be removed, relocated, and/or replaced. Whenever possible, the Priory will relocate plants, to save money. These tasks will be governed by the quest for simplicity, and a desire to have fewer, complimentary plants, rather than a large number that do not harmonize with their neighbors, or are misshapen from age, bad pruning, or neglect.

IV. CONCERN FOR THE PRIORY'S OAK TREES

Oak trees are California natives, which are hardy and long lived. However, they express intolerance of excessive water. Many plants with high water requirements have been planted under the Priory's oaks, which increases the risk of the trees' developing fatal cases of Oak Root Fungus. To address this problem we will clear a zone around the base of each oak tree and remove any plants that show signs of stress from not being watered.

*- Feast of St. Albert the Great
November 15, 2005*

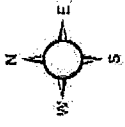


Legend	
	Selected Features
	City Limits
	Parcels
	Freeways
	Major Sts
	Streets
	Water
	2003 ORTHOPHOTOS

It is imperative that you obtain BOTH the Zoning and General Plan designations for the property(s) you are searching for.

Questions? Contact a planner at (510)238-3911.

Printed: 8/6/2010 12:38:49 PM



CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Central Reservations Supervisor
DATE: October 13, 2010
SUBJECT: Request Approval For a Memorial Bench With Plaque In Memory of Carol Lungaard and Buster To Be Donated and Installed Near the Bay View Trail in Joaquin Miller Park

SUMMARY

Scott Tessmann met with staff in the Public Works Agency (PWA) requesting permission to donate a memorial bench with plaque to be located in the start of the Bay View Trail on Skyline Boulevard within Joaquin Miller Park. The plaque will read "In Loving Memory of Carol J. Lundgaard & Buster Forever In Our Hearts". The bench with plaque will be installed by PWA and the design and construction will meet the requirements recommended by PWA staff.

FISCAL IMPACT

There will be no fiscal impact on the Office of Parks and Recreation. Mr. Tessmann will pay for all associated costs for the bench and plaque.

BACKGROUND

The Bay View Trail within Joaquin Miller Park was Carol Lundgaard and their dog's favorite hiking trail. Mr. Tessmann felt it befitting to donate a memorial bench with plaque near the Bay View Trail area in Ms. Lundgaard's memory.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request for a memorial bench with plaque to be donated and installed near the Bay View Trail on Skyline Boulevard within Joaquin Miller Park.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail McMillon".

Gail McMillon
Central Reservation Supervisor

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Central Reservations Supervisor
DATE: October 13, 2010
SUBJECT: Informational Report On The Central Reservation Permit Process

SUMMARY

In response to the Parks and Recreation Advisory Commission request, staff has prepared an informational report on the Central Reservation (CRU) Permit Process. Attached for review and discussion are the Central Reservation Permit Process and supporting documents.

FISCAL IMPACT

This is an informational report and has no fiscal impact on the Office of Parks and Recreation.

BACKGROUND

The Office of Parks and Recreation has been submitting requests to the Parks and Recreation Advisory Commission (PRAC) for special requests such as the approval for collection of registration fees, vendor sales and other types of fundraising events for over twenty years. Attached is the Department's permit process and supporting documents used when processing special events including organizations requesting permission to collect on-site funds.

Organizations cannot be issued a Facility Permit unless all criteria are met through the Central Reservations Unit.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission accept and file this informational report.

Respectfully submitted,

Gail McMillon
Central Reservations Supervisor

Attachments: Exhibit A – Central Reservation Permit Process
Exhibit B – Checklist for Special Events

CENTRAL RESERVATION PERMIT PROCESS

The following is the Central Reservation Unit (CRU) permit process for the Office of Parks and Recreation.

1. Staff present customer with reservation information materials. If customer is reserving a park, the following materials are given to them:
 - Park Use Permit Fee Sheets
 - Park Reservation Information
 - Procedure to Obtain a Park Use Permit
 - Application for Park Use Permit
 - If event is a special event, the document for Rules & Procedures for Granting Park Use Permits for Special Events, is also provided.
 - Park Use Application
 - OPD Special Event Permit Information
2. If customer is reserving a building facility, the following materials are given to them:
 - Building Facility Fee Sheets
 - Procedures and Guidelines for Building Rentals
 - Application for Building Rentals
 - Setup Sheet Information
 - OPD Special Event Permit Information
3. Customer fills out application.
4. Staff reviews application to ensure all areas are complete.
 - Staff explain the Cancellation Policy
 - Staff explain reservation time parameters (Due dates for additional documentation)
 - If reservation is processed at a Recreation Center, Center Director or designee explain that the official park use permit will be issued through the Central Reservations Unit.
5. Recreation Center Staff process the reservation in RecWare (OPR Automated Reservation System) as a **Reservation Request**.
 - Once all payment, information and documents are received, CRU processes the request as an approved **Facility Permit**.



6. Staff must explain to the customer in detail:

- Disclaimers
- Cancellation policy
- Customer's responsibilities
- Due dates, if any, for additional documentation that may include, Certificate of Insurance, Approved OPD Special Event Permit, Food Handler's Permit, etc.
- If reservation is processed at a Recreation Center, the Center Director or designee will inform the customer that a staff person from the Central Reservations Unit will contact them to finalize their park use request.
- The Park Use Permit will not be issued until all documents are received in the Central Reservations Unit.
- All completed and required documents must be submitted to the Central Reservations Unit 30 days prior to event.

7. Special Requests:

- If customer has a special request to fundraise, have vendor sales, collect registration/entrance fees, donations, or solicitation of any type of funds, staff must inform them that approval is required from the Parks and Recreation Advisory Commission (PRAC).
- All special requests must be submitted in writing not less than four (4) months, nor more than eleven (11) months prior to the event date to the Central Reservations Unit.
- The organization must submit a proposal or letter of intent/description of event in writing, requesting permission to fundraise, have vendor sales, collect registration/entrance fees, donations, or solicitation of any type of funds at the OPR facility they are reserving.

If PRAC approval is required, the following additional documents or information is pending:

- Non-profit 501(c)3 Documentation
 - Certificate of Insurance
 - Approved OPD Special Event Permit
 - One-day Food Handler's Permit
 - Charitable Solicitation Permit
 - List of vendors (if applicable) with copy of their Business License and what they are selling.
 - Other documents may also be required.
- a. If PRAC approves request, all documents listed in #7 must be submitted to the Central Reservations Unit before the Facility Permit is issued.
 - b. If PRAC denies the request, the customer must decide if they want to continue with the reservation process without the ability to collect funds.





PARK USE FEES & GUIDELINES FOR SPECIAL EVENTS

(Weddings, Walks/Runs, Exhibits, Festivals, Concerts, Rallies, Sporting Events and Related Activities)

RENTAL FEES:

(Residency is determined according to address indicated on Driver's License or State Identification card.)

GENERAL PARK USE FEES:	Residents	Non-Residents	Unit
1. Up to 99 Patrons	\$100	\$120	Per Day/Per Area
2. 100 to 299 Patrons	\$150	\$180	Per Day/Per Area
3. 300 - 499 Patrons	\$250	\$300	Per Day/Per Area
4. 500 - 599 Patrons	\$500	\$600	Per Day/Per Area
5. Each additional 250 Patrons	\$150	\$180	Per Day/Per Area
6. Holiday Surcharge (All Parks)	Additional 50% of Rental Fee		

LAKESIDE PARK:	Residents	Non-Residents
1. Bandstand (Two Hr. Minimum)	\$115 Per Hour	\$138 Per Hour
2. Each additional hour	\$55 Per Hour	\$66 Per Hour
3. Other Areas within Lakeside Park	See above General Park Use Fees	

Note: When reserving the Bandstand, the surrounding areas must also be reserved.

No open fires or barbecues permitted at Lakeside Park and Snow Park.

PARKING FEES (Lakeside Park/Lake Merritt)

- \$2.00 per car
- \$10.00 per car
- \$5.00 per car

- 2 hour parking - Monday through Friday
- Daily parking - Monday through Friday
- Daily parking - Saturday, Sunday and Holidays

DEPOSIT (Residents/Non-Residents):

	Per Event
1. Up to 299 Patrons	\$150
2. 300 - 499 Patrons	\$250
3. Over 500 Patrons	\$500

SOUND AMPLIFICATION FEES:

	Per Day
Non-Amplified Sound	\$25
Amplified Sound (portable radios/cd players/non-concert)	\$50
Amplified Sound (Bands/Concert or related event)	\$100

ADMINISTRATIVE SERVICE FEE:

\$75 Per Request

An administrative service fee will be charged for any approved changes to a permit or approved reservation requests within 30 days of an event date.

CANCELLATION FEES

- A. 31 days or more notice Forfeit 1/2 deposit, per event/per date
- B. 30 days -11 days notice Forfeit deposit, plus 1/2 rental fee, per event/per date
- C. 10 days or less No refund.

PAYMENT REQUIREMENT

Rent, sound use and deposit are required when the park of your choice is reserved. If paying by check, make check payable to the 'City of Oakland'. Picture ID is required for all forms of payment.

NOTE: NO CHECKS ARE ACCEPTED LESS THAN 30 DAYS IN ADVANCE OF EVENT DATE.

City of Oakland
Municipal Code 12.64.120
 No loudspeaker shall be permitted to be placed in a public park within 300 feet of any residential structure. In no event shall a permittee cause amplified sound to exceed eighty decibels (80 dB) at any boundary of the park in which amplified sound is being produced.



PARK USE FEES & GUIDELINES FOR SPECIAL EVENTS (con't.)

(Weddings, Walks/Runs, Exhibits, Festivals, Concerts Rallies, Sporting Events and Related Activities)

DEPOSIT REQUIREMENT

Deposits are held as security to cover service charges, park damage, and to cover cleaning fee for failure to leave park use area in acceptable condition. Deposit, less any claims, will be returned to customer within 6-8 weeks after event.

Note: Reservations must be made 30 days prior to event date. All rental, sound and deposit fees will be processed at the time of receipt. Returned checks will result in cancellation of event and customer will be responsible for all NSF and cancellation fees.

The 30-day policy does not apply to events involving requests for fundraisers, vendor sales or solicitation of funds. See Additional Information, items #2, 3, 4.

ADDITIONAL INFORMATION

1. If the number of expected attendees is 49 people or more, an Oakland Police Department (OPD) Special Event Permit Application is required. An OPD Special Event Permit application must be completed not less than 30 days in advance nor more than 11 months prior to the proposed date of use. A Facility Permit will not be authorized or issued if an approved OPD Special Events Permit is not received in the Central Reservations Unit by the due date noted on the Reservation Request.

OPD SPECIAL EVENT OFFICE:
Tuesday through Friday, By Appointment Only,
Eastmont Precinct, 2651 73rd Avenue, Oakland, CA (510) 777-8525
Please call the OPD Special Event office for more information.

2. Fundraising, vendor sales, donations, registration/entrance fees or solicitation of any type of funds are not allowed at park facilities without prior approval from the Parks and Recreation Advisory Commission. All requests must be submitted in writing not less than three (3) months nor more than 11 months prior to the proposed event date. The organization must submit a proposal or letter of intent/description of event in writing that lists possible vendors, items to be sold, and/or reason for the fundraiser.
3. In accordance with Oakland Municipal Code 12.64.080: It is unlawful for any person to sell or offer for sale, any goods, wares, merchandise, foods, confections, refreshments or other article within any public park, public building or public grounds in the city without prior approval from the Parks and Recreation Advisory Commission. No gaming shall be allowed in said parks, buildings or grounds, nor any obscene or indecent act performed therein.
4. If approved by the Parks and Recreation Advisory Commission to allow fundraising, acceptance of donations, registration/entrance fees, vendor sales or offer for sale any goods, wares, merchandise, foods, confections, refreshments, or other article within any public park, public building or public grounds in the city, the event sponsor/organization is charged 200% of the base rental rates, as per the City of Oakland Master Fee Schedule. (For more information, see the Rules & Procedures for Granting Park Use Permits for Special Events.)
5. If a group/organization is required to obtain a Food Handler's Permit, a copy of the Food Handler's Permit must be submitted to the Central Reservations Unit before a Park Use Permit is issued. Contact the Alameda County Health Services Agency at:

Environmental Health Division
1131 Harbor Bay Parkway, Room 250
Alameda, CA 94502 (510) 567-6708



PARK USE FEES & GUIDELINES FOR SPECIAL EVENTS (cont.)

(Weddings, Walks/Runs, Exhibits, Festivals, Concerts, Rallies, Sporting Events and Related Activities)

6. Cleanup and litter control are the full responsibility of the permittee. Provision shall be made by the permittee for cleaning up and disposal outside in the park of all litter, debris, bottles, cans, paper, or other such matter remaining after use of the park, pursuant to the permit.

INFLATABLE JUMPERS AND STRUCTURES

The term "Inflatable Jumper" means a structural apparatus, toy, device or other equipment, inflated with oxygen, helium or other gaseous compound and commonly used by children for jumping, rolling, playing and/or exercising within the interior and/or on or on top of the structural confines of the apparatus, toy device or other equipment.

Inflatable Jumpers have become very popular for use at events held in parks. The permittee must have prior approval from the Director of the Office of Parks and Recreation or his/her authorized representative to use these or any portable structure in the park. A permit or rental agreement from the jumper or structure company must be submitted to the Office of Parks and Recreation at least 30 days prior to event date. A Certificate of Insurance naming the city, its council, agents and employees as additional insured is also required and may be used in lieu of the permit or rental agreement. Certificate of Insurance must include group/organization name, type of event, park location and date of event.

A park use permit will not be issued from the Office of Parks and Recreation until all documents are received.

MISREPRESENTATION OF EVENT

Any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of fees paid and may also result in denial of future permit requests and/or legal action.

For additional information and required permits, see Rules & Procedures for Granting Park Use Permits for Special Events.



Office of Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330
Oakland, CA 94612



Central Reservations Unit
PH (510) 238-3187 Fax (510) 238-2397

PARK RESERVATION INFORMATION

1. **RESERVATION REQUESTS/PAYMENTS FOR ANY EVENT MUST BE SUBMITTED NOT LESS THAN 30 DAYS NOR MORE THAN 11 MONTHS PRIOR TO PROPOSED USE DATE.** This includes: submission of park use application, deposits, rental fees, and any other fees. This also includes providing additional documents, i.e., OPD special event permits, certificate of insurance, and any other permits or forms required for the event.
2. **FORMS OF PAYMENT:** We accept cash, personal or business checks, money orders, cashier's checks, Mastercard, and Visa. Checks and money orders must be payable to the 'City of Oakland'. ***We do not accept personal or business checks less than 30 days in advance of the reservation date.***
3. **NO THIRD PARTY PAYMENTS:** We can accept checks or credit cards only from the person named on the check or credit card. Driver's License or State Identification is required.
4. **CANCELLATION POLICY:** A cancellation fee will be assessed for all reservations cancelled. The fee is established in the City of Oakland Master Fee Schedule. It is the customer's responsibility to be familiar with the cancellation fees associated with the site for which they are making a reservation.
5. **REFUNDS:** Deposit refund may be withheld to compensate the City for service charges, excessive park cleanup or damage, or any other failure to leave park use area in acceptable condition. If customer meets the standard requirements, ***deposit refunds will be credited to payer's credit card account or a check will be mailed within eight weeks after the event date.***
6. **PROHIBITION AGAINST COLLECTING MONEY:** Charging admission, selling tickets or merchandise, or solicitation or money in any manner is prohibited on City of Oakland property. Some exceptions may be granted if approved by the Parks and Recreation Advisory Commission. See Rules & Procedures for Granting Park Use Permits for Special Events.
7. **DAMAGES/CLEANUP POLICY:** Customer is responsible and liable for any and all damages that may occur to or about the park use area during the hours of use. Trash must be placed in garbage receptacles.
8. **MISREPRESENTATION OF EVENT:** Any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of fees paid and may also result in denial of future permit requests and/or legal action.



Office of Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330
Oakland, CA 94612



Central Reservations Unit
PH (510) 238-3187 Fax (510) 238-2397

PROCEDURE TO OBTAIN A PARK USE PERMIT

In accordance with City of Oakland Municipal Code 12.64.280, a permit from the Office of Parks and Recreation (OPR) is required for use of any public park as regulated under the sections of this ordinance. Applications for individual and group activities must be completed by an adult 21 years of age or older. The Park Use Application for any event must be submitted not less than 30 days nor more than 11 months prior to the proposed use date. No permits are issued to minors. Pre-approval is required for any requests submitted less than 30 days in advance. An administrative service fee will apply for any requests approved less than 30 days in advance.

Rental fees, deposit and cancellation fees are established in the City of Oakland Master Fee Schedule. Payment may be made by check, cash, cashier's check, money order or credit card (MasterCard/Visa). If making a payment less than 30 days in advance of requested event date, all fees must be paid by cash, cashier's check, money order or credit card (MasterCard/Visa). No personal or company checks will be accepted less than 30 days prior to the requested event date.

Permits are issued on a first-come, first-serve basis, subject to approval by the Director of OPR or his/her authorized representative.

The Director or his/her authorized representative shall consider the safety, health, and welfare of persons, and the security, preservation and orderly use of parks and criteria for the granting of a park permit. All applicable City ordinances, Parks and Recreation Advisory Commission rules and regulations, and those rules established for the individual park facilities will be in effect. This includes but is not limited to the scheduling of picnics, entertainment, music, theater activities, meetings, games, and general park noise level considerations, etc.

At the discretion of the Director or his/her representative, certain requests, (i.e., fundraising events, major gatherings, admission charge, sales or solicitation of money, etc.) may be referred to the Parks and Recreation Advisory Commission, City Administrator's Office, City Council, or other appropriate City department or agency for approval.

Note: If the number of expected attendees is 49 people or more, an Oakland Police Department (OPD) Special Event Permit Application must be completed. An OPD Special Event Permit application needs to be submitted not less than 30 days in advance nor more than 11 months prior to the proposed date of use. This time is required to allow for the applicant to meet and review the details of the event with the Oakland Police Department. A Facility Permit will not be authorized or issued if an approved OPD Special Events Permit is not received in the Central Reservations Unit by the due date noted on the Reservation Request.

**OPD-Special Event Office: Tuesday through Friday, By Appointment Only, Eastmont Precinct,
2651 73rd Avenue, Oakland, CA (510) 777-8525**

All permit applications are considered tentative and are therefore non-binding until all fees and deposits have been paid, and all conditions or other special permits regarding use of the park are met by the applicant.



PROCEDURE TO OBTAIN A PARK USE PERMIT (cont.)

1. PARK USE PERMITS FOR PICNICS AND RELATED EVENTS

The term "Picnic and Related Events" is any event conducted in a City park consisting of 25 or more patrons that is a routine event **not** open to the public, including but not limited to family picnics, birthday parties, church and school picnics or related activities, and may or may not include amplified or non-amplified sound.

2. PARK USE PERMIT FOR SPECIAL EVENTS

The term "Special Event" is any event that may or may not be open to the public, including but not limited to rallies, races, entertainment, concerts, reunions, exhibits or related activities, and which is more specifically defined in Title 9, Chapter 9.52 of the Oakland Municipal Code.

3. RECREATION CENTERS WITHIN PARKS

If applicant is interested in a park at which a Recreation Center is located, the applicant must reserve the park use area with the Center Director of that facility. The Center Director will review dates, times, procedures and policies with the applicant. A park use application must be submitted to the Center Director. The Center Director will enter the reservation in RecWare as a Reservation Request and accept payment. The Center Director will forward all paperwork to the Central Reservations Unit for final processing and issuance of the Facility Permit.

4. ALL OTHER CITY OF OAKLAND PARKS

If applicant is interested in a park at which no Recreation Center is located, please contact the Central Reservations office at (510) 238-3187 for information and availability, located at 250 Frank H. Ogawa, 3rd Floor, Suite 3330, Oakland, CA 94612, Monday through Thursday, between 9 am – 4 pm.

5. MISREPRESENTATION OF EVENT

Any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of fees paid and may also result in denial of future permit requests and/or legal action.

6. OAKLAND POLICE DEPARTMENT (OPD)/RANGERS

OPD Rangers have full authority to shut down any unauthorized event.



Hours of Operation: 9:00 am - 4:00 pm, Monday through Thursday

RULES & PROCEDURES FOR GRANTING PARK USE PERMITS FOR SPECIAL EVENTS

1. In order to be considered for a special event at a park, the following is required for submission to the Office of Parks and Recreation (OPR) Central Reservations Unit from the applicant.
 - a. Applicant must be 21 years of age or older;
 - b. A Park Use Application and Rules must be completed and submitted to the Office of Parks and Recreation at least sixty (60) days in advance of the event date. If applicant is interested in a park at which a Recreation Center is located, the applicant must speak with the Center Director of that facility;
 - c. An Oakland Police Department (OPD) Special Event Application must accompany the Park Use Application. For information, contact the OPD Special Event office at (510) 777-8525.
 - d. A written proposal describing the nature of the special event.
 - e. The appropriate fees and/or deposit must be paid. If pre-approvals/permits are required, the deposit must be paid and turned in with the application.

Note: The required application and deposit shall serve to tentatively reserve a particular park for use on the date/time requested until approval is given and all other requirements and conditions are met.

Rental fees, deposit and cancellation fees are established in the City of Oakland Master Fee Schedule.

2. Permits are granted on a first-come, first-serve basis. The Office of Parks and Recreation (OPR) Director or authorized representative shall consider the safety, health, and welfare of persons, and the security, preservation and orderly use of parks and other facilities as the criteria for granting Special Event Permits.

If all requirements are met by applicant, final approval is given by the OPR Director or other authorized representative before the Park Use Permit is issued.

3. The following activities are **PROHIBITED** in all public parks:
 - a. Charging admission;
 - b. Solicitation of money;
 - c. Sale of food and/or non-food items;
 - d. Barbecuing (except in designated areas);
 - e. Consumption/sale of alcoholic beverages;
 - f. Installation of banners and other park signage;
 - g. Possession and/or detonation of fireworks.

Some exceptions may be granted for Special Events by the Parks and Recreation Advisory Commission (PRAC). All requests for exceptions to the above that require PRAC approval must be made in writing and submitted with the Park Use Application at least ninety (90) days in advance of the proposed event date.



RULES & PROCEDURES FOR GRANTING PARK USE PERMITS FOR SPECIAL EVENTS (cont.)

Please note: The PRAC has a summer recess in August. The PRAC's last summer meeting is held on the second Wednesday in July. Any request for events to be held in the month of August must be submitted to the Office of Parks and Recreation no later than May 31 of the current year. Requests for events to be held in the month of September must be submitted to the Office of Parks and Recreation no later than June 30 of the current year.

4. All applicable City ordinances, Parks and Recreation Advisory Commission rules and regulations, and those rules established for individual facilities shall be in effect, including but not limited to:
 - a. Ordinances establishing requirements for noise level;
 - b. Ordinances establishing requirements for crowd control/security;
 - c. Ordinances establishing provisions for temporary toilet facilities;
 - d. Ordinances establishing conditions for cleanup services;
 - e. Ordinances establishing conditions for extraordinary police services;

5. In addition to the OPR Park Use Permit, Special Event Conditions for the event will be established for the event before a Park Use Permit is issued. The conditions will establish requirements for any additional services, fees, permits, and/or equipment, including, but not limited to:
 - a. Approved Oakland Police Department (OPD), Special Events Permit;
 - b. Non-profit 501(c)3 Certificate from non-profit organizations;
 - c. Certificate of Insurance in an amount of \$1,000,000 per occurrence/\$1,000,000 annual aggregate, naming the City of Oakland, its council, agents and employees as additional insured;
 - d. Temporary Food Handler's Permit from the Alameda County Health Services Agency;
 - e. ABC License from the Alcohol Beverage Control Board;
 - f. Seller's Permit from the State Board of Equalization;
 - g. Charities Permit from the City Manager's Office;
 - h. Business Tax License from the City of Oakland Finance Department.

Any misrepresentation involved in renting a park will result in the immediate cancellation of the event and/or forfeiture of fees paid. Any misrepresentation may also result in depriving the group involved of further use of a facility and/or denial of future permit requests.

Last revised: 09/2010



Office of Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330
Oakland, CA 94612



Central Reservations Unit
PH (510) 238-3187 Fax (510) 238-2397

ATTENTION

**BUILDING FACILITY AND PARK
RENTAL RESERVATION CUSTOMERS**

GROUPS with 50 OR MORE Participants: The Office of Parks and Recreation *will not* issue permits for building facilities or park use without an *approved* Special Events Permit (or waiver) issued by the Oakland Police Department (OPD).

SPECIAL EVENT APPLICATIONS MUST BE SUBMITTED **AT LEAST 30 DAYS PRIOR** TO THE EVENT

The permit process begins by obtaining a Special Event Application:

- o **In Person** - Visit the **Eastmont Substation** at 2651 73rd Avenue, Oakland; CA Monday–Thursday, 10 am to 3 pm to obtain an application.
- o **By Telephone** - Contact the Special Events Unit at (510) 777-8525 and ask for help.
- o **By email** - You can request an application by emailing pepinoza@oaklandnet.com or mmorse@oaklandnet.com.
- o **On-line** - Download and complete the Special Events application. <http://www2.oaklandnet.com/Government/o/OPD/s/sefaqs/index.htm>

1. Submit the Special Events permit application to the Special Events coordinator at the Eastmont substation:

Eastmont Substation
2651 73rd Avenue
Oakland, CA 94601 (at the **Eastmont Town Center**)
Phone: (510) 777-8500

2. Meet with the Special Event Coordinator to determine if additional permits and/or documents are required to complete the permit application packet
3. The Special Events Coordinator will make a decision to approve, conditionally approve, or deny the application.

Notes:

- Acceptance of your application is not to be construed as approval of your request
- The completed Special Events Application, along with all the necessary supporting documents, must be made to the Oakland Police Department, **at least 30 days in advance of the special event.**

Title VI COMPLIANCE AGAINST DISCRIMINATION 43 CFR 17.6(B) Federal and City of Oakland regulations strictly prohibit unlawful discrimination on the basis of race, color, gender, national origin, age, sexual orientation or AIDS and ARC. Any person who believes he or she has been discriminated against in any program, activity or facility operated the City of Oakland Office of Parks & Recreation should write to: Director of Parks, and Recreation at 250 Frank H. Ogawa Plaza, Suite 3330 Oakland, CA 94612-4598 or call (510) 238-3092.





Office of Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330 Oakland,
CA 94612

CITY of OAKLAND
OFFICE of PARKS & RECREATION
Park Use Rental Application

Central Reservations Unit
PH (510) 238-3187 Fax (510) 238-2397

ATTENTION:

Application Date: _____

*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD

REQ. No. _____ OFFICE USE ONLY Receipt No. _____
RWP No. _____ Received By/Date _____ Approved By/Date _____ Issued By/Date _____
Police Special Events Permit Required? Yes No If required, Special Events Permit due to OPR by _____

Application on behalf of: (Group, Individual, Organization) _____

* Address: _____ City: _____ State: _____ Zip _____

Individual responsible for event: Name: _____ *Address: _____

City: _____ State: _____ Zip _____ Email: _____

Home #: _____ Work #: _____ Fax #: _____ Cell#: _____

To use (Name of Park): _____ Location: _____

On the following date (s): _____ General Public Allowed: Yes No Number of Participants: _____

Between the hours of: (Start Time/Setup) _____ (Actual Event Time) from _____ to _____ (End Time/Cleanup) _____

Type of Event/Purpose (be specific; i.e., Picnic, Walk/Run, Entertainment, Family Reunion, Rally, etc.) _____

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner is prohibited in any way.

Sound Amplification: Amplified Yes No Non-Amplified Yes No

Type of equipment to be used (i.e. jumpers, musical instruments, live band, cd player, amplifiers, microphones, etc.) _____

Will food be served? Yes No (If yes, please list type(s) of food to be served.) _____

Please describe below special accommodations/requests required for your event. If no special accommodations/request required, write NONE.

Fees:
Rent: _____ Deposit: _____
Sound Use: _____ Other Fees: _____
Total of ALL Fees PLUS Deposit: _____

Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.

CANCELLATION FEES: 31 days or more notice: Forfeit 1/2 Deposit
30 days 11 days notice: Forfeit Deposit PLUS 1/2 Rental Fee
10 days or less notice: Forfeit All Fees

Check Amount: \$ _____ Check #: _____ Cash: _____

Type of Credit Card (Visa or Master Card Only): _____

Credit Card #: _____ Expiration Date: _____

Authorize the Office of Parks and Recreation, Central Reservations Unit to charge my Visa or Master Card \$ _____ (Amount to be Charged)

or my reservation at _____ (Park) on _____ (Event Date)

Signature Required) _____ (Print Name) _____ (Driver License #/Expiration Date)

ATTENTION

- ✓ DID YOU REMEMBER TO SIGN THIS APPLICATION?
- ✓ DID YOU REMEMBER TO ATTACH A LEGIBLE COPY OF YOUR DRIVER'S LICENSE OR STATE IDENTIFICATION CARD?

Office of Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330
Oakland, CA 94612



Central Reservations Unit
PH (510) 238-3187 Fax (510) 238-2397

Checklist for Special Events

If you are requesting to have vendors at your event or request to collect on-site funds at a Parks and Recreation facility, you must submit a proposal in writing to gain approval from the Parks and Recreation Advisory Commission. Please read the 'Rules & Procedures for Granting Park Use Permits for Special Events' for more information.

The following additional documents may be required, as checked off, by the Parks and Recreation reservation representative.

VENDORS MUST PROVIDE THE FOLLOWING:

- Vendor's Food Handlers Permit
- Business Tax License

ORGANIZATIONS MUST PROVIDE THE FOLLOWING:

- Non-profit 501 © (3) Certificate
- Certificate of Liability Insurance in an amount of \$1,000,000 per occurrence/\$1,000,000 annual aggregate, naming the City of Oakland as an additional insured
- Approved Oakland Police Department (OPD) Special Event Permit
Eastmont Precinct
2651 73rd Avenue
Oakland, CA 94605
510-777-8525
- One (1) day Temporary Food Handler's Permit
Department of Environmental Health
1131 Harbor Bay Parkway
Alameda, CA 94502
510-567-6708

PERMITS REQUIRED TO SELL ITEMS AT CITY PARKS OR BUILDING FACILITIES:

- Charitable Solicitation Permit
City of Oakland, Office of the City Manager
1 Frank H. Ogawa Plaza, 11th Floor
Oakland, CA 94612
510-238-6914
- Seller's Permit
State Board of Equalization
1515 Clay Street, Suite 303
Oakland, CA 94612
510-622-4100

The following permits must be submitted to OPR Central Reservations Unit no later than _____
by 4:00PM.

If the permits are not received by the above due date an Administrative Service Fee will apply.

