



AMPLIFIED SOUND PERMIT

POLICY

Provided the required application and fee are submitted, amplified sound requests will be approved:

Immediately if the amplification will take place:

- ◆ In Central Park, or
- ◆ On the campus of Santa Clara University (SCU), or
- ◆ On City property for a City-sponsored event (no fee).

Within one week if the amplification will take place:

- ◆ At a residential, commercial, or public location which has not, during the prior year had any police-verified disturbances of a nature that might affect an amplified music event, and where the amplification will take place between 9 a.m. and 10 p.m.

All other amplified sound requests will be reviewed by the City Council within two Council meeting dates after the request is submitted.

A non-refundable application fee, as set forth in the Municipal Fee schedule, is required at the time the application is submitted.

If the amplified sound for which a permit was granted disturbs the peace, the applicant may be asked by the Police Department to lower or terminate the sound.

Amplified sound request forms will be submitted to the Municipal Services/Business Tax Division, with the exception of requests for amplified music at Central Park which will be submitted to the Community Recreation Center.

PROCEDURE

1. Amplified music at SCU (handled by Business Tax staff):

- ◆ Applicant completes "Permit Request for the Outdoor Amplification of Music." The form must be signed by the SCU Director of Student Activities or designee.
- ◆ Applicant pays the required application fee.
- ◆ Application is approved by Business Tax staff. Copy is sent to Police Field Operations Division and Police Dispatch Unit for information.



AMPLIFIED SOUND PERMIT (cont.)

2. Amplified music at Central Park (handled by CRC staff):
 - ◆ Applicant goes to the Community Recreation Center to make a reservation for Central Park and to complete “Permit for the Outdoor Amplification of Music.”
 - ◆ Recreation Superintendent or designee signs approval on the form as property owner.
 - ◆ Applicant pays the required application fee.
 - ◆ Application is approved by the Recreation Superintendent or designee. Copy is sent to Police Field Operations Division and Dispatch Unit for information.
3. Amplified music on City property for a City-sponsored event (handled by Business Tax Staff):
 - ◆ “Permit Request for the Outdoor Amplification of Music” is signed by the Assistant City Manager or designee, as property owner.
 - ◆ No fee is due.
 - ◆ Application is approved by Business Tax staff. Copy is sent to Police Field Operations Division and Dispatch Unit for information.
4. Amplified music at a residential, commercial, or public location (handled by Business Tax staff):
 - ◆ Applicant completes “Permit Request for the Outdoor Amplification of Music” and submits with the required application fee.
 - ◆ Business Tax staff checks block party application file (located in the Business Tax area) to see if there is a block party permit pending. (Amplified music requests will not be approved until the block party request has been approved.) Advise the applicant that he/she will be informed within one week whether the permit has been approved or if it will be forwarded to Council. (Note: If the hours of amplified music exceed the 9 a.m. to 10 p.m. time period, inform the applicant right away that the permit will have to go on the Council Agenda).
 - ◆ Send the application to the Police Field Operations Division to check for any violations at the address during the prior year .



AMPLIFIED SOUND PERMIT (cont.)

If there are no violations on record and the music will be between 9 a.m. and 10 p.m., the request can be approved by Business Tax staff. If there is a disturbance of the peace on record for the address, Business Tax staff will advise the applicant (within 24 hours) that the permit must go to Council for approval and recommend that the applicant attend the Council meeting.

FOR REQUESTS THAT CAN BE APPROVED AT STAFF LEVEL:

- ◆ Sign approval on the permit. Call the applicant within 24 hours, and advise him/her that the permit may be picked up or mailed. Send a copy to Police Field Operations Division and Dispatch Unit for information.

FOR REQUESTS THAT REQUIRE COUNCIL APPROVAL:

- ◆ If there is a City Council meeting scheduled before the date that the Amplified Sound Permit is needed, the Chief of Police, upon receiving the Amplified Sound Permit application from the Business Tax staff, prepares an agenda report for Council consideration at the next Council meeting. Upon approval, City Clerk's Office informs Business Tax that the request was approved by Council. Business Tax calls applicant. If approved, applicant may pick up the permit or it can be mailed. Business Tax sends a copy to Police Field Operations Division and Dispatch Unit for information.
- ◆ If there is no City Council meeting prior to the event, the permit application is given by the Business Tax staff to the City Manager for approval after contacting the Police Department for any violations at the address during the prior year. Business Tax to inform applicant of outcome. A copy of the approved permit is sent to the Police Field Operations Division and Dispatch Unit for information and to the Chief of Police to prepare a retroactive informational agenda report for the next Council meeting.

Reference: *City Code Section 9.05.060*