

## **Project Description and Drawing Submittal List**

1. Project Description is a robust project narrative that should include a description of on-site work, construction details, and any impacts on the site during and after construction.
  - a. Site Description
    - i. Address/Location
    - ii. Name of the event
    - iii. Purpose of the event
    - iv. Date and time of the event
    - v. Estimated attendees
    - vi. Anticipated maximum noise decibel of performances, if applicable
    - vii. Appearance of proposed event (include lighting)
    - viii. Signage, if applicable
  - b. Set-up and Breakdown
    - i. Brief description of set-up and breakdown
    - ii. Materials to be used for set-up and breakdown (include fencing, lighting)
    - iii. Event staging areas
    - iv. Estimated event schedule (start date, end date, duration)
  - c. Temporary Impact
    - i. Describe any temporary uses and temporary operations during the event. For example, describe any on- or off-site staging areas and temporary trailers or other facilities that would be used to continue operations at the event site.
    - ii. Describe any parking that may be displaced.
    - iii. Describe any public access and pedestrian paths that may need to be rerouted.
    - iv. Describe any environmental impact(s).
2. A supplemental visual submittal should be provided typically in a drawing set and visual simulation of the proposed work. The drawing set should include:
  - a. Scope of Work: A brief statement clearly describing the proposed event.
  - b. Event Address: Provide the address of the proposed event site.
  - c. Tenant Information: Include the name, address, and phone number of the tenant, if applicable.
  - d. Event Plan: Insert Vicinity Map, if applicable.
  - e. Pedestrian and Vehicular Circulation: Show walkways, driveways, entrances, exits, and parking areas with all dimensions. Label handicapped parking spaces and the number of standard and handicapped spaces, if applicable.
  - f. Signs: Document existing and proposed signs.

### **Sample Project Description**

The proposed project is the San Diego Bay Wine and Food Festival, an annual paid admission wine and food festival, which includes trainings and demonstrations throughout San Diego County. A Coastal Act Categorical Determination of Exclusion was previously issued for the event (Project No. 2018-209), and the following project description has been updated to reflect the most current logistics of the event. The District would provide sponsorship in the form of District services and funding for the proposed project. The portion of the proposed project located on District Tidelands is limited to the main event, which would be the Grand Tasting hosted on Saturday at EMPN with an anticipated attendance of approximately 4,200 people. The Grand Tasting would consist of the installation of two (2) small stages at EMPN to allow for speakers during the event and temporary event fencing as required by the Applicant's Alcoholic Beverage Control (ABC) license. The promenade would remain open for public use during the entirety of the proposed project. The Grand Tasting event would have an approximate duration of one-day during the fall, and event set-up and breakdown would require four (4) additional days. It is anticipated that EMPN would be partially closed for three (3) days to allow for event set-up and breakdown. The parking lot at EMPN would be temporarily closed on the day of the main event to allow for staging and employee parking. Signage related to the temporary parking lot and park closures shall be posted a minimum of 72 hours prior to the proposed event. During event set-up/breakdown, it is estimated that approximately 45 parking spaces in the EMPN parking lot would be temporarily used to assist with installation and load out. All event participants are encouraged to use rideshare or public transportation, as alcohol beverages will be served during the event. Parking would be available nearby at parking facilities and on surface streets.

Due to its temporary nature and limited scope, construction of the proposed project would generate a minor amount of vehicle trips and would require limited use of equipment. Therefore, impacts related to air quality, greenhouse gas emissions, and transportation and traffic are not anticipated to occur. Furthermore, the Applicant would be responsible for complying with all applicable federal, state, and local laws regarding construction demolition debris, hazards and hazardous materials, and stormwater.

## Sample Visual Submittal

Event: San Diego Bay Wine and Food Festival

Event Location: Embarcadero Marina Park near 400 Kettner Boulevard

Event Contact Information: John Doe at (858) 123-4567

Event Company: Fast Forward Events, 123 Jamacha Road, El Cajon, CA 92109

