

County of El Dorado

Agriculture, Weights & Measures

LeeAnne Mila
Agricultural Commissioner, Sealer of Weights & Measures



Administrative Permit for Special Events Application

Business Name: _____ Owner Name: _____

Property Address: _____

APN#(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Property Zoning Designation: AG LA PA

Qualifying Operation Type:

Winery Permanent Crop Annual Crop Christmas Trees Grazing

Crops/Acres:

Before issuing this permit, the Agricultural Commissioner's Office will need to verify that you have sufficient acreage to qualify for special events. If your acreage has been verified in the last 30 days, please attach proof of this. If not, staff will contact you to arrange a site inspection.

If you intend to have amplified music at your events between 7:00 PM and 10:00 PM, you must also submit a noise analysis/ sound study to the Planning Department.

Application will not be accepted unless accompanied by the required fee, which is a 1 hour minimum of licensed staff time (\$85.00 for 2026).

Owner/ Authorized Agent Signature

Date

Owner/ Authorized Agent Printed Name

Revised 1/16/2026

Administrative Permit for Special Events

Office Use Only

Date Received: _____ Receipt # for initial payment: _____

Meets Minimum Qualifications for Special Events? Yes No

Total number of events allowed this calendar year: _____

Previous substantiated violations in the last 18 months? If so, list dates:

Notes: _____

Noise Analysis filed with the Planning Department? Yes No N/A

Staff Signature _____ Issue Date _____

Staff Printed Name _____ Expiration Date _____

Additional time and material fees due at issue: \$ _____ Receipt #: _____

Ranch Marketing and Winery Operators holding special events under an Administrative Permit are still required to comply with the County Noise Ordinance during all events. For any events with amplified sound, occurring between 7:00 PM and 10:00 PM, a noise analysis shall be submitted to the Department demonstrating that the noise standards will not be exceeded. No outdoor music will be allowed after 10:00 PM.

Operators are also required to submit Advance Notice at least 14 days in advance of any events they hold. Advance Notices are required to include a Designated Local Contact, who must be available by phone 2 hours before the event, during the event, and 1 hour after the event. Notices can be submitted on the Department of Agriculture's website at:

<https://www.eldoradocounty.ca.gov/Land-Use/Agriculture-Weights-and-Measures/Ranch-Marketing-and-Winery-Event-Reporting-Form>

An Administrative Permit does not grant any entitlement of interest in real property, does not create any interest of value, and does not run with the land.

If an Operator has 3 or more substantiated violations within an 18-month period, they will be ineligible to hold special events for a period of 6 months following the date of the last violation. Any substantiated violations given during the six-month suspension will extend the suspension by another 6 months. If an Operator becomes ineligible to hold special events the Permit will be revoked and any applications for a Permit will be denied during the suspension.

Administrative Permit for Special Events Application Instructions

An Administrative Permit is now required for holding all special events under the Ranch Marketing and Winery Ordinance.

If an applicant meets the minimum qualifications to hold special events, they will be issued a permit to hold 12 events in this calendar year.

Application Fees:

The fee will be based on time and materials needed to review the application.

One hour of licensed staff time will be charged at the current rate (\$85.00/hour) upon receipt of the application, and any additional fees will be calculated and charged at time of permit issuance.

Application Process:

1. Applicant submits completed application to the Department of Agriculture and pays the initial fee. Applicant also submits a copy of their sound study, if applicable, to the Planning Department.
2. Staff verifies that the applicant meets the requirements, which may require a site visit to verify crop acreage.
3. If the criteria to hold special events are met, the Permit will be issued for the calendar year and will expire on December 31 of the year for which it is issued. The Permit will specify the number of special events allowed for that property based on the Ranch Marketing and Winery Ordinance and the applicant's specific qualifications. Any applicable additional fees will be due at time of issuance.

Charitable & Room Rental Events:

Ranch Marketing and Winery Operators may hold up to 3 charitable events held for the benefit of a nonprofit organization that qualifies for exempt status under Section 501(c)(3) or 501(c)(6) of the Internal Revenue Code. Charitable events do not count toward the total number of events allowed under the permit. Charitable events must still comply with the Advance Notice requirements. For an event to be counted as a charitable event, you must provide documentation to our office that the organization qualifies for exempt status and that any proceeds of the event, excluding the costs of the Operator will be used solely by that organization.

Room Rental events are allowed and do not count toward the total number of events allowed under the permit, provided that they: are held indoors, have no more than 40 people in attendance, have no amplified music or speech, are limited to eight hours or less, and are held during normal business hours with no more than one room rental event held per day.

Additional Notes:

The above is a summary of the main requirements to hold Special Events under the Ranch Marketing and Winery Ordinance, but additional requirements and restrictions may apply. To view the full Ranch Marketing and Winery Ordinance, visit:

<https://www.eldoradocounty.ca.gov/files/assets/county/v1/documents/land-use/agriculture/executed-ordinance-5218-1.pdf>