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|--------------------------------|-----------------|
| <b>Application Fee</b>         | <b>\$127.00</b> |
| <b>Technology Fee</b>          | <b>\$7.62</b>   |
| <b>Long Range Planning Fee</b> | <b>\$9.53</b>   |
| <b>Total</b>                   | <b>\$144.15</b> |

## TEMPORARY USE PERMIT APPLICATION

**Application Type (Check One):**

Seasonal Sales Lot

Contractors' Construction Yard

Trailer/Mobile Home Sales Office

Model Home/Sales Office

Event

Vegetable/Fruit Stand Storage Container

Other \_\_\_\_\_

Project Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ Assessor's Parcel No.: \_\_\_\_\_

General Description of Project or Event: \_\_\_\_\_

Date(s) of Proposed Event: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Will food or alcohol be served? If yes, explain: \_\_\_\_\_

Will the proposed temporary use include amplified sound outdoors? \_\_\_\_\_

Applicant/Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Owner Certification**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**DEPARTMENT USE ONLY**

Planning                      Approved                      Denied                      Reviewer: \_\_\_\_\_

Fire                              Approved                      Denied                      Reviewer: \_\_\_\_\_

Public Works                      Approved                      Denied                      Reviewer: \_\_\_\_\_

Police                              Approved                      Denied                      Reviewer: \_\_\_\_\_

Building                              Approved                      Denied                      Reviewer: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

## PROCEDURES FOR TEMPORARY USE PERMITS

1. Submit completed application to Planning Division a minimum of fifteen (15) days before the temporary use activity is to commence.
2. Submit a detailed site drawing at the time of submission. While drawings are not required to be professionally drawn, they must be legible, close to scale and provide sufficient detail to describe what your temporary use will look like. The following is a list of minimum requirements that your site plan should meet:
  - Property Overview: Show locations of structures, fire lanes, streets, alleys, and fencing. Fencing must indicate location of exits and gates. Show the foot print of any building, location of building exits, sidewalks, and pathways.
  - Map Key: Include North arrow and event boundary lines.
  - Event Layout: Include location tents or temporary structures including dimensions, food trucks, vendors and other merchandise areas, stages (including size), and any other specific details of the layout for the event.
3. The Director of Development Services (Director) shall render a decision within ten (10) days of the submittal of a completed application. The Director's decision shall be in writing and may include conditions including the posting of a deposit to pay for additional City services that may be required.
4. The decision of the Director is final unless an appeal is filed within five (5) days of the decision with the Planning Commission. The Planning Commission will consider the appeal at its next available meeting.
5. Any violations of the terms or conditions of approval may be grounds for immediate termination upon notice to the applicant.
6. Upon the conclusion of the temporary activity, the Director shall determine if there should be any charges against any required deposit. If the amount deposited exceeds the charges, the excess will be refunded to the applicant within 30 days. If the charges exceed the deposit, the applicant shall pay the difference within 30 days. The deposit shall either be cash or a bond or any other form acceptable to the City Attorney.
7. Each temporary use permit is valid only for the time period, applicant, use and location stipulated in the Director's approval letter.
8. The Director may extend the duration of a temporary use permit.