



Application Fee	\$115.00
Technology Fee	\$6.90
Long Range Planning Fee	\$8.63
Total	\$130.53

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.