



SUBMITTAL CHECKLIST FOR TEMPORARY USE PERMITS

This checklist should be reviewed together with a Planner at the Permit Center and must be submitted with the application.

TEMPORARY USE PERMIT

TWO (2) sets of the submittal materials are required for a Temporary Use Permit

- MASTER APPLICATION FORM** – completed in full

- SUPPLEMENTAL APPLICATION FORM** – completed in full

- SITE PLAN**
Please include the following on the Site Plan:
 - a) Applicant's name.
 - b) Applicant's address & phone number.
 - c) North arrow & drawing scale.
 - d) Project site address
 - e) Location of parking
 - f) Property lines
 - g) Existing and proposed structures and their uses.
 - h) Yard dimensions

- OWNERSHIP VERIFICATION** (one copy)
 - a) Written Consent from property owner to authorize representative (if applicable).

- TENT/CANOPY PERMIT APPLICATION**

- APPLICATION FEES**

- THIS SUBMITTAL CHECKLIST**



MASTER APPLICATION FORM

Project Address: _____

Project Name: _____

Project Description: (Please describe demolitions, alterations and any new construction) _____

Zoning Designation: _____ General Plan Designation: _____

Valuation (Cost of Project): _____

APPLICANT / OWNER INFORMATION

APPLICANT NAME: _____

Telephone: [] _____

Address: _____

Fax: [] _____

City _____ State: _____ Zip: _____

Email: _____

CONTACT PERSON: _____

Telephone: [] _____

Address: _____

Fax: [] _____

City _____ State: _____ Zip: _____

Email: _____

PROPERTY OWNER NAME: _____

Telephone: [] _____

Address: _____

Fax: [] _____

City _____ State: _____ Zip: _____

Email: _____

TYPE OF PLANNING REVIEW AND APPROVALS REQUIRED (Mark clearly the type of approval(s) required):

- ADJUSTMENT PERMIT
AFFORDABLE HOUSING CONCESSION OR WAIVER
CERTIFICATE OF APPROPRIATENESS
CERTIFICATE OF EXCEPTION
CHANGES TO APPROVED PROJECT
CONDITIONAL USE PERMIT
DESIGN REVIEW
DEVELOPMENT AGREEMENT
EXPRESSIVE USE PERMIT
FLOOR AREA RATIO (FAR) INCREASE
GENERAL PLAN AMENDMENT
HEIGHT AVERAGING
HILLSIDE DEVELOPMENT PERMIT
HISTORIC DESIGNATION (MONUMENT, LANDMARK, TREE OR SIGN)
HISTORICAL RESEARCH/EVALUATION
LANDMARK TREE PRUNING
MASTER DEVELOPMENT PLAN
MASTER SIGN PLAN
MINOR CONDITIONAL USE PERMIT
MINOR VARIANCE
PLANNED DEVELOPMENT ZONE
PRELIMINARY PLAN CHECK
PREDEVELOPMENT PLAN REVIEW
RELIEF FROM THE REPLACEMENT BUILDING PERMIT REQUIREMENT
SIGN EXCEPTION
TENTATIVE PARCEL/TRACT MAP
TEMP. CONDITIONAL USE PERMIT
TREE PROTECTION PLAN REVIEW
TREE REMOVAL
VARIANCE
VARIANCE FOR HISTORIC RESOURCES
ZONE CHANGE (MAP AMENDMENT)
OTHER: _____

Note: Space for signature is on reverse side



MASTER APPLICATION FORM

INDEMNIFICATION

Applicant agrees to defend, indemnify, and hold harmless the City and its officers, contractors, consultants, employees, and commission members (collectively, "City") from any and all liability, loss, suits, claims, damages, costs, judgments and expenses (including attorney's fees and costs of litigation), including any appeals thereto (collectively, "proceeding") brought against the City with regard to any approvals issued in connection with the application(s) by the City, including any action taken pursuant to the California Environmental Quality Act. If Applicant is required to defend the City in connection with such proceeding, the City shall have and retain the right to approve counsel to so defend the City; and all significant decisions concerning the manner in which the defense is conducted; and any and all settlements, which approval shall not be unreasonably withheld. The City shall also have and retain the right to not participate in the defense, except that the City agrees to reasonably cooperate with Applicant in the defense of the proceeding. If the City's Attorney's Office participates in the defense, all City Attorney fees and costs shall be paid by Applicant. Further, Applicant agrees to defend, indemnify and hold harmless the City from and for all costs and fees incurred in additional investigation or study of, or for supplementing, revising, or amending, any document if made necessary by said proceeding.

CERTIFICATION:

I hereby certify that I am the applicant or designated agent named herein and that I am familiar with the rules and regulations with respect to preparing and filing this petition for discretionary action, and that the statements and answers contained herein and the information attached are in all respects true and accurate to the best of my knowledge and belief.

SIGNATURE OF APPLICANT OR AGENT: _____ **Date:** _____

<p><u>For Office Use Only</u></p> <p>PLN # _____ CASE # _____ PRJ # _____</p> <p>DATE ACCEPTED: _____ DATE SUBMITTALS RECEIVED: _____ RECEIVED BY (INITIALS): _____</p> <p>FEES: BASE FEE:: \$ _____ 3% RECORDS FEE: \$ _____ TOTAL: \$ _____</p> <p>HISTORIC ARCH. RESEARCH REQUIRED? YES NO PUBLIC ART REVIEW REQUIRED? YES NO TRANSPORTATION REVIEW REQUIRED? YES NO INCLUSIONARY HOUSING REQUIRED? YES NO</p>	<p>REVIEW AUTHORITY:</p> <p><input type="checkbox"/> STAFF <input type="checkbox"/> HEARING OFFICER <input type="checkbox"/> PLANNING COMMISSION/BZA <input type="checkbox"/> DESIGN COMMISSION <input type="checkbox"/> HISTORIC PRESERVATION COMMISSION <input type="checkbox"/> CITY COUNCIL</p> <p>TAXPAYER PROTECTION</p> <p><input type="checkbox"/> DISCLOSURE REQUIRED <input type="checkbox"/> NOT REQUIRED</p>	<p>CEQA REVIEW:</p> <p><input type="checkbox"/> EXEMPTION <input type="checkbox"/> INITIAL STUDY <input type="checkbox"/> EIR</p> <p>CEQA REVIEW STATUS:</p> <p><input type="checkbox"/> PENDING <input type="checkbox"/> COMPLETED</p>	<p><u>Design & Historic Preservation:</u></p> <p>TYPE OF HISTORIC PRESERVATION REVIEW:</p> <p><input type="checkbox"/> CATEGORY 1 (DESIGNATED) <input type="checkbox"/> CATEGORY 2 (ELIGIBLE)</p> <p>LANDMARK/HISTORIC DISTRICT NAME: _____</p> <p>TYPE OF DESIGN REVIEW:</p> <p><input type="checkbox"/> CONCEPT <input type="checkbox"/> FINAL <input type="checkbox"/> CONSOLIDATED <input type="checkbox"/> PRELIMINARY CONSULTATION</p>
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Supplemental Application for
TEMPORARY USE PERMIT

Project Address: _____ Temporary Use Permit # _____

GENERAL INFORMATION: (Please print clearly)

Project Address _____ Temporary Use Permit # _____

The applicant must indicate to what capacity they are serving as an applicant by marking the appropriate description below (*note that if the applicant is not the property owner, then the applicant must submit a written authorization from the owner indicating that the applicant is authorized to file this application*):

- The property owner
- The purchaser of the property (**escrow documents must be supplied**)
- The lessee of the property, with the written consent of the property owner (**copy of lease agreement must be submitted**)
- The agent of any of the above (**written authorization must be submitted**)

CERTIFICATION: I hereby certify that I am the applicant or designated agent named herein and that I am familiar with the rules and regulations with respect to preparing and filing this petition for discretionary action, and that the statements and answers contained herein and the information attached are in all respects true and accurate to the best of my knowledge and belief.

Applicant's Signature

Date

Activity #: _____		
Application: \$ _____		TUP _____
Environmental: \$ _____		TFCUP _____
Record Management: \$ _____		(Filming) _____
TOTAL: \$ _____		
Date application/submittals received: _____		Received by: _____

SUBMITTAL REQUIREMENTS - The filing requirements for a Temporary Use Permit (TUP) are listed on the "Submittal Sign Exceptions and Temporary Use Permits." It is important to review the submittal requirements with a Planner to establish the correct and specific materials necessary to submit with your application.

The applicant must thoroughly respond to the three (3) directives below in order that this information can be used to help make the required findings for the proposed project (use additional sheets if more space is necessary to complete your response).

1) Describe fully the proposed development of the subject property(ies) including the proposed type(s) of use(s), location of proposed parking facilities, hours of operation, starting and ending dates, and development schedule.

Supplemental Application for
TEMPORARY USE PERMIT

Project Address: _____ Temporary Use Permit # _____

SET-UP DATE: _____ **TIME:** _____

DATE(S) OF EVENT: _____ **HOURS:** _____

REMOVAL DATE: _____ **TIME:** _____

2) A Temporary Use Permit cannot be approved unless the proposed temporary use would be located, operated, and maintained in a manner in conformance with the goals, policies, and objectives of the General Plan and the provisions of this Zoning Code. Please describe how the temporary use would be in conformance with General Plan and the Zoning Code.

3) A Temporary Use Permit cannot be approved if the establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood. Describe how the proposed use would meet this requirement.

4) Explain how the proposed temporary use, as described and conditionally approved, would not be detrimental or injurious to property or improvements in the surrounding area or to the public health, safety, or general welfare of the City.

5) Please describe how the site would be restored after the temporary use such that it would not limit the range of possible future land uses allowed by the Zoning Code.
