Submittal Checklist for
TEMPORARY USE PERMITS

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

TEMPORARY USE PERMIT

☐ **USB FLASH DRIVE**
a) Digital copies (PDF) of all application material is required.

TWO (2) sets of the following 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**

☐ **TEMPORARY USE PERMIT SUBMITTAL CHECKLIST**

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING SECTION – Email: ZoningQuestions@cityofpasadena.net
175 NORTH GARFIELD AVENUE
PASADENA, CA 91101

Supplemental Application for
TEMPORARY USE PERMITS

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: $ _____

Record Management: $ _____ TFCUP _____
(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 five (5) 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.

_____

_____

_____

_____

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175 NORTH GARFIELD AVENUE
PASADENA, CA 91101

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.