



TEMPORARY USE PERMIT INSTRUCTIONS FOR FILING

Development Code Chapter 11.58 (Ordinance #1556)

The Temporary Use Permits (TUP) application allows for the processing and review of certain uses that are intended to be of limited duration of time and will not permanently alter the character or physical facilities of the site where they occur. Approval of a Temporary Use Permit is required for uses specifically identified in Section 11.32.300 Temporary Uses, and/or any other section of the Development Code that requires approval of a Temporary Use Permit.

Applications shall be reviewed for compliance with the below Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of application submittal.** Please note **electronic** applications are preferred to be submitted via email or E-Filing (Egnyte). Please review the Instructions for E-Filing Applications for online submittals.

SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Project Application form with **current property owner signatures** and associated application fees.
2. **Development Plan:** Electronic plans are preferred. Hard copy plans may be submitted following that one (1) full size copy of the site development plan is drawn to scale. Hard copies of the site development plan can be either (11" x 17") or (8 1/2" x 11") in dimension & shall be submitted with the application. Hard copy plans must be folded to a size no greater than (8" x 14") prior to acceptance. The site development plan must also clearly indicate all dimensions and other pertinent information including the following:
 - a) A scale and north arrow.
 - b) Property lines & dimensions, with acreage, for entire property.
 - c) A location vicinity map identifying the project site within an identifiable geographic area.
 - d) All existing and proposed buildings and structures including location from property lines, size, height and proposed use(s); including signage &
 - e) Walls and fences including location, height and construction materials.
 - f) Names of all adjoining streets.
 - g) For special events, identify location of outdoor areas that will be used as part of the event.
 - Special events, such as block parties, require an event permit 30 days prior to the event with proof of insurance.
 - Special events including amplified music may require a noise permit.
3. **Landscape Plans:** One electronic copy of landscape & irrigation plans that meet applicable sections of Chapter 11.24, *Landscape* is required for new uses, a change of use, or expansions of an existing building by 25% or more.
4. **Project Description:** On a separate document, either electronic or hard copy, please provide a brief project description that includes: the applicant's request, any business or event operation details, traffic circulation, a description of any structures existing or proposed with the temporary use & any other information that may be relevant to the request.
5. Other information may be required to facilitate a comprehensive evaluation of the application by departments of the Community Development & Services Agency.

SUPPLEMENTAL REQUIREMENTS

The following types of Temporary Uses require the submittal of supplemental information. Please refer to the appropriate supplemental requirements checklist for additional information:

- Temporary Housing
- Special Events
- Model Homes Complex