



## TEMPORARY USE PERMIT SUBMITTAL REQUIREMENTS

Planning Division

Revised: December 16, 2011

A temporary use is a short term use of property for a period of twelve months or less. Such temporary uses include, but are not limited to, seasonal fruit stands, Christmas tree lots, parking lot sales, grand openings, circuses, carnivals and other promotional uses involving temporary outdoor display or sales, construction offices or storage yards, temporary sales or rental offices, temporary signs such as subdivision signs, excluding individual real estate signs, and other similar uses.

**Criteria for approval** – Consideration shall be given to traffic, circulation, parking, visibility, harmful effect on adjoining property, if any, and any other relevant impacts or considerations of the proposed use.

**Processing Time** – Normally one (1) to two (2) weeks.

**Procedure** – No application will be accepted for processing until the information listed below is submitted to the satisfaction of the Community Development Department:

1. One (1) copy of the completed application and filing fee.
2. Two (2) copies of a site plan to include:
  - a) Location of the lot, including address and adjacent streets.
  - b) Size of property.
  - c) Location of off-street parking and electrical power source. (Please note, an electrical permit is required for all lighting connected with the operation)
  - d) Location and size of trailers or other accessory structures such as signs, flag poles, banners, fencing, etc.
3. Preliminary landscaping plan, if appropriate.
4. Sign detail, if appropriate.

A building permit will be required for any conversion/alteration for a sales office, and the following information will need to be submitted:

- One (1) copy of a completed building permit application.
- Two (2) copies of a floor plan showing interior partitions, electrical, etc.

Building permit fee will be based on the valuation of the job.

**NOTE: All maps larger than 8 ½" x 11" must be FOLDED and COLLATED prior to submittal.**

If you have any questions, call the Community Development Department at (925) 516-5405.