



COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
TEMPORARY USE PERMIT APPLICATION GUIDE

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A Temporary Use Permit (TUP) allows for certain short-term activities to take place including parking lot sales for onsite businesses, temporary trailer buildings, inflatable signage, or other temporary permitted uses. All activities authorized by a TUP must comply with the findings and standard conditions of Chapter 21.23C of the Zoning Code.

Requests for Temporary Use Permits are reviewed by the Community Development Department staff in coordination with other City Departments. The items below are submittal requirements for a temporary use permit. Additional information and plans may be required to process your application after staff has reviewed your project.

- DEVELOPMENT APPLICATION FORM:** You must complete and sign the City's Development Application Form. The property owner must sign either the Development Application Form or provide a separate Letter of Authorization.
- FEE:** For simple applications that take less than 1-hour to review and process, there is a fee of \$166.00. However, more complex requests require a deposit fee amount to cover estimated costs of processing on a time and materials basis.
- PROJECT DESCRIPTION FORM:** A written statement that completely describes the proposed temporary activity/event. The description needs to specifically include information on the following:
 - Description of activity
 - Specific duration of event (dates)
 - Event hours each day
 - If assembly, the number of persons anticipated in attendance
 - Any provisions proposed to minimize temporary impacts of the use
- DRAWINGS:** A Plot Plan showing the boundaries of the site to be used and how existing buildings, parking, driveways and other physical characteristics of the site relate to the activity proposed. If the temporary activity/event involves sidewalk sales, please indicated how a four foot clearance will be maintained. For simple applications, a Plot Plan may be submitted on an 8-1/2 x 11 sheet of paper. More complex projects must be a larger scale drawing (consult with City staff).
- TEMPORARY USE PERMIT FINDINGS AND PROVISIONS:** Special conditions can be placed on a TUP by the City in order to assure that health and safety needs are met. The City also retains the ability to revoke or modify a TUP if circumstances change or findings can no longer be made.
- BUILDING PERMITS:** Some TUPs may require building permits, which involve independent review.