



## Community Development Department Planning Division

### TEMPORARY USE PERMIT INFORMATION

**WHEN REQUIRED:** Each parcel in the city has been assigned a zoning designation. The Zoning Ordinance describes, for each zoning designation, which land uses are permitted outright and which require a use permit within each zoning district. A group of these uses is designated as temporary uses. As the name implies, these are short-term activities which may be seasonal in nature, or which are tied to specific events such as carnivals, street fairs, or community celebrations. Temporary use permits are required for certain types of uses due to their potential impacts or special needs. Garage sales in private residences which are not sponsored by a church or similar organization do not require temporary use permits. The Community Development Director is responsible for issuing temporary use permits.

**PRE-APPLICATION REVIEW:** You may request a pre-application review of your project by City staff. By meeting with staff early in the review process, many issues can be resolved which would otherwise cause later delays. Information on pre-application review can be obtained from any Planning staff member.

**APPLICATION:** The submittal requirements for a temporary use permit are listed on a separate document entitled "Use Permit Application Checklist." Also refer to the "Submittal Standards" sheet for detailed content information. Please talk to a staff planner to discuss the application requirements for your specific project. Once submitted, the plans will be reviewed for completeness. You will be contacted if additional information is required. Applications for temporary uses must be submitted at least 3 weeks prior to the date the temporary use is to commence.

**ENVIRONMENTAL REVIEW:** Most temporary use permit applications are categorically exempt from review under the California Environmental Quality Act (CEQA). However, there may be circumstances under which an exemption may not apply. You will be informed if such review is required. Please refer to the separate "Environmental Review" handout concerning additional submittal requirements.

**SCHEDULING:** Once the application is determined to be complete, it is formally accepted. Temporary use permits are generally handled within a two-week processing period from the date the application is accepted. The project information is provided to reviewing agencies and departments for comments. No public hearing or noticing is normally required; however, under certain circumstances, the Community Development Director may choose to schedule a public hearing to receive comments on the application.

**ACTION:** After review of the application, and receipt of comments from other departments, the Community Development Director will approve, approve with conditions, or deny the application. Conditions may be imposed to ensure that the temporary use is operated and maintained in a manner compatible with the surrounding neighborhood, and to protect the public health, welfare, or safety. An approved temporary use permit is effective for the dates specified in the approval. The Community Development Director's action is final unless appealed to the Planning Commission within 10 business days of the date of action. Information on appeals can be found in a separate handout. Requirements for related permits or licenses should be discussed with the following departments:

Building permit	-	Building Division
Business license	-	Finance Department
Sign Permit	-	Planning Division
Special Events Permit	-	Parks and Community Services Department
Encroachment Permit	-	Engineering Division
Fire Safety Permit	-	Fire and Life Safety Division

#### RELATED FORMS AND INFORMATION:

- Use Permit Application Checklist
- Planning Application Form
- Submittal Standards
- Environmental Review Information
- Environmental Checklist
- Fee Schedule