APPLICATION FOR TEMPORARY USE PERMIT (TUP)

Planning Division
38250 Sierra Highway
Palmdale, CA 93550
(661) 267-5200
planningdiv@cityofpalmdale.org

Case No.: ________________
Date: ________________
Received by: ________________
Fee: ________________ $250

Please complete all sections of this form and submit the following information to the Planning Division. Information about how to get a permit and permit standards are on the last page of this application. All information must be received and the fees paid before the application can be processed. The application is to be filed with the Planning Division at least 30 days in advance of the event.

ALL MAPS MUST BE FOLDED BY APPLICANT TO A MAXIMUM 8½” x 11” SIZE
PLANS MAY ALSO BE PROVIDED ON 11” X 17” PAPER

TEMPORARY USE PERMIT CHECKLIST

_____ Completed application
_____ The original Owner Authorization Letter
_____ One copy of a current Health Department permit (if applicable)
_____ One copy of the Certificate of Liability Insurance naming the City as additionally insured (if applicable)
_____ One copy of the Fire Department permit and a copy of the Certificate of Flame Resistance if a tent larger than 10’ x 10’ is being used
_____ Two copies of a detailed site plan prepared in compliance with the Event Site Plan Checklist (attached)
_____ A vicinity map showing the existing major street patterns, railroads, and other significant landmarks within a minimum of one mile of the exterior boundaries of the site on 8½” by 11” paper.
_____ If the event is held at one of the City parks, the Parks and Recreation Department must be consulted.
EVENT SITE PLAN CHECKLIST

_____ Applicant’s name, address, and telephone number
_____ Address of the event (if applicable) or Assessor’s parcel number
_____ North arrow
_____ Adjacent streets
_____ Site dimensions
_____ Delineation of the areas where alcohol is to be sold, dispensed and consumed
_____ Locations of planned security measures
_____ Indication of areas utilized for live entertainment/amplified music
_____ Proposed fencing (if required, identify type and height)
_____ Access to and from the site (show width)
_____ Parking (existing and proposed)
_____ Dust control method (if use is located on undeveloped property)
_____ Any proposed structures or existing structures to be used for the temporary event (show dimensions and use).  **NOTE: A building permit will be required for tents and other temporary structures. An electrical permit is required for installation of electricity.**
_____ Sanitary facilities - Type: __________________________
_____ Fire Department approval stamp
APPLICATION FOR TEMPORARY USE PERMIT (TUP)

Permit No.: ______________________

Location of Event (Address if Available): ________________________________________________

Approximately ____________ Feet N or S of ____________________________ (Street Name)
(Circle)

Approximately ____________ Feet E or W of ____________________________ (Street Name)
(Circle)

Dates of event: ___________________________ to ____________________________
(NOTE: Any event that operates for more than one day shall be limited to not more than 10 days of operation in any 90-day period.)

Set-up date: ____________________________ Strike-down date: ____________________________

Proposed hours of operation from: ________________ to ________________

Describe proposed activity; please specify all planned activities, and structures to be used.

Will a tent or other structure be erected on site? Yes ☐ / No ☐
Will electricity be needed on site? Yes ☐ / No ☐
Will a fence be constructed? Yes ☐ / No ☐
Will food or drink be available on site? Yes ☐ / No ☐
Will alcoholic beverages be available on site? Yes ☐ / No ☐
Will a band or amplified sound be on site? Yes ☐ / No ☐
Will portable toilet facilities be on site? Yes ☐ / No ☐
Is this site located at an existing shopping center or other developed parking lot? Yes ☐ / No ☐
Is this site paved? Yes ☐ / No ☐
Is the paving striped for parking? Yes ☐ / No ☐
Does this site have a curb and gutter? Yes ☐ / No ☐
Does this site have an access driveway? Yes ☐ / No ☐
Is the site owned by the City? Yes ☐ / No ☐
APPLICANT:
Name and Email: ____________________________________________________________
Contact Person: ____________________________________________________________
Address: __________________________________________________________________
City: ____________________________ State: ______ Zip: __________
Telephone No.: ( ) __________________________

ORGANIZATION/REPRESENTATION:
Name and Email: ____________________________________________________________
Address: __________________________________________________________________
City: ____________________________ State: ______ Zip: __________
Telephone No.: ( ) __________________________

PROPERTY OWNER:
Name and Email: ____________________________________________________________
Address: __________________________________________________________________
City: ____________________________ State: ______ Zip: __________
Telephone No.: ( ) __________________________
OWNER AUTHORIZATION LETTER

TEMPORARY USE PERMIT NO.: ____________________________________________

ASSESSOR’S PARCEL NUMBER(S): _______________________________________

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. Note: All owners must sign as their names appear on the deed to the land.

This letter shall serve to notify and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent my/our interest in the above referenced applications(s). I/we have read this Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

OWNER(S) OF RECORD (Include extra sheets if necessary):

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<th>Signature</th>
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I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained, and the information herein submitted, are in all respects true and correct.

APPLICANT / APPLICANT’S REPRESENTATIVE:

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Address

Telephone
TEMPORARY USE PERMIT STANDARDS
AND APPROVAL PROCESS

The following standards shall be adhered to for all Temporary Uses. All Temporary Use Permits must be reviewed by the following as applicable. The Planning Division will identify which department approvals are necessary based on the type of use proposed.

____ PLANNING DIVISION: Obtain the temporary use and business license application forms and instructions regarding the requirements. Allow a minimum of two months for processing this application. Submittal shall include a completed Temporary Use Permit application form, 1 copy of required exhibits and permits, and payment of applicable fees as listed in the application check list. For information call (661) 267-5200.

____ LOS ANGELES COUNTY HEALTH DEPT.: All uses involving sale of food or drink will require a Health Dept. permit. Planning will require 1 copy of a valid health permit prior to issuing preliminary approval. For information call (661) 723-4533. No City inspection necessary.

____ LOS ANGELES COUNTY FIRE DEPT.: For any uses requiring Fire Dept. approval, applicant is required to contact the Fire Dept. and obtain an approval stamp on the proposed site plan prior to submittal of the TUP application. Planning will require 1 copy of the stamped site plan prior to issuing preliminary approval. For information call (661) 949-6319. Fire Dept. inspection may be necessary.

____ DIVISION OF OCCUPATIONAL SAFETY AND HEALTH: For any uses involving mechanical rides, applicant is required to contact the Northern California amusement ride office and obtain an approval and inspection prior to the event. For information call (916) 263-3511.

____ BUSINESS LICENSE DIVISION: All temporary uses will require a Business License and some uses will require a Business Permit. These documents must be displayed on site at all times during the event.

____ BUILDING & SAFETY DIVISION: All uses involving electricity will require an electrical permit obtainable from the Building and Safety Division. Tents and amusement rides require building permits. All permits require a field inspection. For information call (661) 267-5353.

____ PLANNING DIVISION: All temporary uses require a field inspection by Planning BEFORE being initiated. The planner will verify site clearance from all departments and confirm conformance of the use to the approved site plan. For information call (661) 267-5200.
PARKS AND RECREATION DEPT.: If the event is held at any one of the City parks, the Parks and Recreation Department must be consulted. For information call (661) 267-5611.

NOTE: FOR ANY DEPARTMENT/DIVISION REQUIRING A FIELD INSPECTION, YOU MUST CALL FOR AND REQUEST AN INSPECTION NO LATER THAN 24 HOURS PRIOR TO INITIATING OPERATION OF THE TEMPORARY USE. PLEASE REMEMBER THAT CITY OFFICES ARE CLOSED EVERY FRIDAY.

2. Seasonal sales shall conform to the following schedules:

   a. **Christmas Tree Sales:** Shall be limited to the period of time between the Friday after Thanksgiving and December 25, both dates inclusive. No structures, including but not limited to poles, fences, lights, spray booths, and sheds shall be erected or maintained on the site, and no Christmas trees shall be delivered to the site, sooner than the Monday before Thanksgiving or later than December 30th.

   b. **Pumpkin Sales:** Shall be limited to the period of time between October 1st and October 31st, both dates inclusive. No structure, including but not limited to poles, fences, lights, and sheds, shall be erected or maintained on the site, and no pumpkins shall be delivered to or left on the site, sooner than September 20th or later than November 1st, unless a Temporary Use Permit has been requested for Christmas tree sales, subject to Palmdale Municipal Code Section 17.27.030.B.1.b

3. The site plan shall show all items on the application checklist and be located in a zone permitting the requested activity.

4. All signs shall conform to the PMC. A separate permit is required for all signage and approval will be required from the Planning and Building and Safety Divisions.

5. Sanitary sewer facilities, either portable or permanent, shall be provided.

6. The parking area used for the temporary event shall be located pursuant to the approved site plan, and clearly delineated for customers.

7. All unimproved parking areas and walkways shall be kept damp or shall be covered with a material to prevent the raising of dust.

8. The applicant shall provide safe and adequate roadway access including adequate vehicular sight distance at the driveway entrance/exit.

9. Under no circumstances shall any portion of the proposed use encroach onto any public rights-of-way or be located in a way which might cause a hazard.
11. The temporary use shall not adversely affect the surrounding neighborhood by means of odor, noise, dust or other nuisances.

12. Written authorization from the property owner or their agent is required.

13. The lots used for temporary activities shall be completely cleared of all temporary structures and debris which resulted from such operation within five days after the termination of the activity.

14. A $500 bond or cash deposit, or other amount deemed necessary by the City, may be required for temporary uses to assure clean up. The deposit shall be returned upon written request of the applicant following verification of site clean-up, and removal of temporary structures. Any expense incurred by the City for clean up of the subject property shall be deducted from the deposit and the remainder returned to the applicant.

15. If this use will involve animals (circus, carnivals, animal exhibits, etc.), please contact the Department of Animal Care and Control in Lancaster (661-940-4191) at least two weeks before the event so that they can arrange for an inspection upon the animals’ arrival. Fair, rodeo, horse, or school events are exempt from the recently enacted state law (AB 1635).

16. If the use involves mechanical rides, all mechanical rides shall have the state approved sticker indicating that each amusement ride has been inspected and approved by the State of California.
TEMPORARY USE PERMIT REVIEW FORM

Permit No.: ________________________

* * * * * * * * * * * * * * * * * * * * * * * * * * * * *
FOR OFFICE USE ONLY * * * * * * * * * * * * * * * * * *

PLANNING DIVISION REVIEW:

Use Permitted? Yes □ / No □
Deposit Required: Yes □ / No □
Amount Required: $ ___________ Receipt No.: ___________

USE APPROVED? Yes □ / No □ Credit Account No.: 01-2616-0097
Reason for Denial/Comments/Special Conditions: ________________________________

NAME (PRINT) ___________________________ SIGNATURE ___________________________ DATE ___________