



Temporary Use Permit

Version: February 2019

WHAT IS A TEMPORARY USE PERMIT?

The temporary use permit allows for short-term activities on private property with appropriate regulations so that such uses will be compatible with surrounding areas. Temporary uses may include parking lot sales, Christmas tree and pumpkin sales, carnivals, fairs, and other interim uses.

FILING REQUIRMENTS

1. TEMPORARY USE PERMIT APPLICATIONS:

The application shall be submitted at least **30 DAYS PRIOR TO THE EVENT**. Failure to submit the application within this time frame may result in the denial of the application. A temporary use permit application must be approved and all required fees must be paid and all necessary permits must be obtained prior to the event. Failure to receive approval and the necessary permits will result in the denial of the application.

2. REQUIRED PLANS:

One (1) copy of a site plan and/or floor plan on 8.5" X 11" minimum or 11" X 17" maximum paper and a digital PDF copy. This site plan shall include location(s) of event, fire lanes, tents/canopies, doors & gates, driveways, location of proposed electrical equipment/lighting, and areas to be used by the proposed event for displays, activates, etc.

3. REQUIRED FIRE INFORMATION:

For fire department review, all plans shall be drawn in accordance with the State of California Fire Code and all local regulations. For more information regarding these rules and regulations, please contact the City of Alhambra Fire Department's Fire Prevention Division located at 301 North First Street, Alhambra 91801 or by calling (626) 570-5193.

4. ANY OTHER PLANS OR INFORMATION THAT THE CITY DEEMS NECESSARY TO FACILITATE PROCESSING THE APPLICATION.

At any time during the application process, staff reserves the right to require other materials, studies, or other forms of resources that help further the processing of an application.

LOCATION INFORMATION

Event Address: _____

Name of Business/ Organization: _____

Event Dates: _____ Event Hours: _____

GENERAL INFORMATION

Applicant Name: _____

Address: _____ City / State: _____ Zip: _____

Phone: _____ Email: _____

Property Owner Name: _____

Address: _____ City / State: _____ Zip: _____

Phone: _____ Email: _____

ACTIVITY DESCRIPTION

Detail description of the proposed activity (attach additional sheets if necessary)

Number of anticipated attendees: _____

Will There Be: (Attach Additional Sheets If Necessary)

Live Entertainment	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, please explain)	_____
Tents/ Canopies	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, please explain)	_____
Cooking Facilities	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, please explain)	_____
Private Security	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, please explain)	_____

APPLICANT'S SIGNATURE

Applicant Signature: _____ Date: _____

PROPERTY OWNER CERTIFICATION

I, _____, certify that I am the owner, or his/ her legal representative, of the property described herein. Furthermore, I agree to permit the proposed activity to be conducted for the length of time specified below.

Property Owner Signature: _____ Date: _____

FOR OFFICE USE ONLY

	APPROVED	DENIED	DATE	SIGNATURE
PLANNING DEPARTMENT:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
BUILDING DEPARTMENT:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
POLICE/ TRAFFIC:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
FIRE DEPARTMENT:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
OTHERS:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
OTHERS:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

COMMENTS:

FEE PAID: _____

RECEIPT NO.: _____

REVIEWED DATE: _____

APPROVAL DATE: _____

DENIAL DATE: _____

APPLICANT NOTIFICATION: _____

Date Received Stamp