



TEMPORARY USE PERMIT APPLICATION

Filing Fee: \$35, additional vendors \$10 each

Permit #: _____

TYPE OF APPLICATION

- Outdoor Retail Sales, Automobile Tent Sales, etc.
(Must be submitted at least 30 days prior to sales event)
- Seasonal Sales (Christmas, Halloween, Cinco de Mayo, etc.) (Must be submitted at least 30 days prior to sales event)
- Temporary sign, banner
- Other _____

*Temporary Use References: Zoning Ordinance sections 16.07, 17.13, 23.70

APPLICATION INFORMATION

Business Name (if any): _____

Event/Description (Attach letter of "intent" with full description):

Tents/Canopies Y N Food Services Y N Alcoholic Beverages Y N Music/Band Y N

Date(s) of Event: _____ Hours of operation: _____

CONTACT INFORMATION

APPLICANT Name: _____ Telephone: () _____

Address: _____ Fax: () _____

City: _____ State: _____ Zip: _____ E-Mail Address: _____

APPLICANT Signature: _____ Date: _____

PROPERTY OWNER Name: _____ Telephone: () _____

Address: _____ Fax: () _____

City: _____ State: _____ Zip: _____ E-Mail Address: _____

PROPERTY OWNER Signature: _____ Date: _____

CONTACT Name: _____ Telephone: () _____

Address: _____ Fax: () _____

City: _____ State: _____ Zip: _____ E-Mail Address: _____

FOR CITY USE

Approved by: _____ Date: _____
(Print Name) (Signature)

Comments/Conditions of Approval:

FINAL APPROVAL IS CONTINGENT UPON THE FIELD INSPECTIONS REQUIRED BY THE VARIOUS DEPARTMENTS/ AGENCIES.

PERMIT SUBMITTAL REQUIREMENTS

- Completed and signed forms:
 - ✓ Temporary Use Permit Application
 - ✓ Business License Application
 - ✓ Fire Permit/Inspection Application (if applicable)
 - ✓ Building Inspection Application (if applicable)

- Letter from property owner or leasing agent or signature on application authorizing the proposed temporary event.

- Letter of "intent," describing the proposed event, including the following details:
 - ✓ Type of event
 - ✓ Date(s) event will be held and hours of operations
 - ✓ Anticipated attendance
 - ✓ Use of the following: tents or canopies, food services, alcoholic beverages, music and/or bands

- Three (3) copies of a fully dimensioned site plan, identifying the following:
 - ✓ Location and size of project site
 - Lot dimensions
 - Closest intersection(s)
 - ✓ Vehicular and/or pedestrian access points
 - Driveway entrance(s), exit(s), and pedestrian aisles (show curb, if any)
 - Loading/unloading area(s)
 - ✓ Location of on-street/off-street parking area(s)
 - ✓ Location of lighting, fencing (6' high maximum), and gates
 - ✓ Location(s) of tents/canopies, food services, alcoholic beverage areas, restrooms/portable toilet facilities, etc.
 - ✓ Location of any flammable liquids
 - ✓ Location of nearest fire hydrant (distance), fire lanes, water meter, electric boxes, telephone poles, and any utility boxes which adjoin the property and/or street
 - ✓ Location of signs
 - Temporary signs or banners with an area of one (1) square foot for each linear foot of store front operated by the permittee up to a maximum of 100 square feet
 - No signs are permitted within any vehicular access way or within any public right-of-way
 - Balloons shall not exceed a maximum height above grade/ground level of the Zoning District of the site
 - No sign shall be erected off of the premises, where the temporary use is authorized to take place

- Check made payable to the **City of San Jacinto** for the total of all fees due

CONDITIONS OF APPROVAL

- Events anticipated to accommodate 500 or more persons require the property be posted at least 10 days prior to the event.
- An identification sign including the owner/operator's name, business address, and 24-hour emergency telephone number shall be conspicuously posted at the site.
- Christmas tree lots and pumpkin patches are allowed a maximum of 30 days per calendar year; seasonal produce stands 120 days.
- Only the signs described in this permit are allowed.
- Portable toilets shall be provided for employees/customers and meet ADA (Americans with Disabilities Act) standards.

APPLICANT'S SIGNATURE

I certify under penalty of perjury that all information in this application is true and correct, that any false or misleading information shall be grounds for denial and I agree to comply with any and all Conditions of Approval.

Applicant _____

Date _____

DIVISION REVIEW AND APPROVAL SIGNATURES

PLANNING APPROVAL

Approved by: _____ Date: _____

Comments: _____

BUILDING APPROVAL

Approved by: _____ Date: _____

Comments: _____

FIRE APPROVAL

Approved by: _____ Date: _____

Comments: _____

ENGINEERING APPROVAL

Approved by: _____ Date: _____

Comments: _____

BUSINESS LICENSE APPROVAL

Approved by: _____ Date: _____

Comments: _____

POLICE APPROVAL

Approved by: _____ Date: _____

Comments: _____

NOTIFICATIONS

- Riverside County Health Department—Environmental Health Division— 951.766.6524**—It is the responsibility of the applicant to obtain the appropriate Health Department release, if food is being served.
- Alcohol Beverage Control Board—951.782.4400**—It is the responsibility of the applicant to obtain appropriate ABC release, if alcohol is being provided.
- San Jacinto Code Enforcement Division—951.487.7321**