City of Temple City

TEMPORARY USE PERMIT

SUPPLEMENTAL APPLICATION

ITEMS FOR APPLICATIONS

In addition to the items listed in the *Master Application,* the following items may be required to supplement the *Temporary Use Permit Application*. This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included for all applications. Certain types of projects may require additional items, as specified on this checklist and supplemental application forms. If any item(s) identified on this checklist is/are not included with the submittal and full payment has not been tendered, the project will not be accepted for submittal. Issuance of a full payment receipt serves as the "Statement of Application," pursuant to GCS 65940. All applicable fees can be found in the city's most current fee schedule. Prior to submittal, consultation with the Planning Division is required to confirm all necessary submittal items to deem the application materially-complete. This checklist is intended to guide applicants in submitting a complete application. The determination of application completeness will be made in accordance with the Permit Streamlining Act.

- ☐ Fully-executed *Supplemental Application – Temporary Use Permit*
- ☐ *Submit Application fee* (See current fee schedule)
- ☐ Site Plan to include the following information:
  - Property size and dimensions (http://maps.assessor.lacounty.gov, click to go to L.A. Assessor website for the property size and building footprints)
  - Locations of all buildings on the site and indicate which building(s) will be used for the event
  - Locations and size of all temporary structures and equipment (e.g. stages, seating area, canopies, trailers, food truck, electricity generators, etc.)
  - Neighboring businesses or residences
  - North arrow
  - Scale factor
- ☐ Floor Plan
  - The location and size of rooms, walkways, and other internal features
  - Label the use for each room during the event
- ☐ Parking Lot associated with the event (can be combined with the site plan)
  - Numbers and locations of all parking spaces to include compact parking and handicap parking
  - Traffic circulation in the parking lot to include all driveways and the direction the traffic will travel.
  - Location of sidewalks
- ☐ Online Submittal Portal: http://www.ci.temple-city.ca.us/1202/Apply-Online
- ☐ Other Items: _____

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Event Information:

Set-up date: _____ Time: _____

Event Date(s): From _____ Hours: _____

To _____

Business Name: _____ Business Type: _____

Type of Event (choose one):

- ☐ *Special Event*
- ☐ *Seasonal Sales*
- ☐ *Outdoor Storage*
- ☐ *Block Yard Sales*
- ☐ *Temporary Tents and Canopies*
- ☐ *Temporary Outdoor Sales*
- ☐ *Temporary Wireless Communication Facility*
- ☐ *Other:*

How many people will be attending this event? _____

Will the event use live band(s) and how many? _____

Will the event use amplifiers and how many? _____

Please answer the following questions:

1. Is the site for the proposed use adequate in size, shape, topography and circumstances?

_____

_____

2. Does the site have sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use?

_____

_____

3. Will the proposed use have an adverse effect upon the use, enjoyment or valuation of adjacent or neighboring properties or upon the public welfare?

_____

_____

OTHER PERTINENT INFORMATION: (Be as specific as possible, attach sheets if necessary)

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