



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*. Please note that all the required materials will be used by staff to determine if an application contains the appropriate requirements to begin the application process. If any items are not included, the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

- Completed *Supplemental Application – Temporary Use Permit*
- Submit *Application fee – \$244*
- 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 submit portal: <http://www.ci.temple-city.ca.us/1202/Apply-Online>
- Other Items: _____



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Applicant Information:

Name: _____

Address: _____

Phone No: _____ Email: _____

Event Information:

Set-up date: _____ Time: _____

Event Date(s): From _____ Hours: _____

To _____

Business Name: _____ Business Type: _____

Type of Event (choose one):

- | | |
|--|---|
| <input type="checkbox"/> <i>Special Event</i> | <input type="checkbox"/> <i>Temporary Tents and Canopies</i> |
| <input type="checkbox"/> <i>Seasonal Sales</i> | <input type="checkbox"/> <i>Temporary Outdoor Sales</i> |
| <input type="checkbox"/> <i>Outdoor Storage</i> | <input type="checkbox"/> <i>Temporary Wireless Communication Facility</i> |
| <input type="checkbox"/> <i>Block Yard Sales</i> | <input type="checkbox"/> <i>Other:</i> |

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?



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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)

APPLICANT CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. In addition, I understand that the filing of this application grants the City of Temple City permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Temple City's web site and cable channel, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City's consideration of this application.

Signature: _____ Date: _____
Name (*print or type*): _____ Phone: _____

FOR OFFICE USE ONLY

Case Number: _____ Receipt Number: _____
Submittal Date: _____ Approval Date: _____