



MAJOR OR MASTER TEMPORARY USE PERMIT APPLICATION

I. INTRODUCTION AND PURPOSE

- A. A Temporary Use Permit (TUP) is required for special events and temporary uses on private property. The Temporary Use Permit does not govern special events and temporary uses on public property. *[Special events and temporary uses within the public right-of-way or on public property shall be governed by Chapter 4.05 of the Municipal Code.]* The purpose of the Temporary Use Permit is to accommodate reasonable requests for interim, temporary or seasonal uses within any zoning district, when such activities are desirable for the community in the short term but would have detrimental effects if allowed to continue on a permanent basis. Temporary uses generally do not have permanent structures associated with their use. Temporary uses shall be sensitive to the health, safety and general welfare of persons residing and working in the vicinity of their use, and shall be conducted so as not to cause any long term detrimental effects on surrounding uses, properties or the community. The issuance of a Temporary Use Permit does not confer any land use entitlement or property right to the holder of the permit.

Applicants are strongly encouraged to apply more than 35 days prior to the event/use.

- B. Major Temporary Uses include, but are not limited to, the following:

1. Off-site contractors' construction yards in conjunction with an approved, active development project;
2. Trailers, coaches or mobile homes as a temporary residence of the property owner when a valid residential building permit is in force. The permit may be granted for up to two years, or upon expiration/finalization of the building permit, whichever occurs first;
3. Christmas tree and pumpkin sales lots on vacant commercial property, or on parking lots of commercial, commercial segment of mixed use, or institutional lands; [note -- this chapter doesn't apply to public property]
4. Outdoor temporary swap meets or auctions in commercial, mixed use, or institutional zones, limited to two events per calendar year, and not exceeding five consecutive days per event;
5. Indoor and outdoor entertainment and assembly events in the commercial segment of mixed use, commercial or institutional zones including, but not limited to, fund-raisers, retreats, fairs, circuses, festivals and concerts, when not held within premises designed to accommodate such events, such as: auditoriums, stadiums or other public assembly facilities, or private clubhouse facilities and excluding Special Events which are considered social events and approved through a separate City process;
6. In residential zones or the residential segment of the Mixed Use zones:
 - a. Temporary uses that are of a scale and use to have the ability to disrupt residential neighborhood character, may include some accessory commercial use, may increase traffic impacts, and generally last for more than a day, such as the "Showcase House" charitable event;



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- b. Excludes non-commercial weddings and other single day life events such as birthday parties, etc., from the requirement to obtain any type of Temporary Use Permit
 - c. Except as allowed as a home occupation pursuant to section 11.11.030F of this Code, allowed pursuant to an issued filming permit, and allowed pursuant to subsection (a) above, commercial uses in the residential zone are prohibited.
- C. Master Temporary Use Permits are generally reoccurring events at a reoccurring fixed location but without permanent structures. Master temporary uses include, but are not limited to, the following:
1. Real estate offices and model homes within approved development projects limited to two years or until all dwelling units are sold, whichever occurs first;
 2. Outdoor swap meets, farmer's markets or auctions, limited to one or two days per week and generally occurring weekly or with some frequency or regularity throughout the calendar year.

This guide and the attached forms identify the information which you must provide to the City before a decision can be made on your TUP request. You are also encouraged to contact the Planning Department at 790-8881 if you have questions about your project or the application process.

II. APPLICATION REQUIREMENTS

The following items are required to be submitted to the Planning Department when applying for a Temporary Use Permit:

- A. Project Questions Form (attached)
- B. A plot plan – two (2) sets – showing the entire property to be used to conduct the temporary use, including detailed siting of any temporary facilities associated with the use, and the parking plan for the temporary use.

NOTE: Please collate and fold all plans and maps to approximately 8½" x 11". **Plans shall not exceed 24" x 36" in size.**

- C. A written description detailing the type and nature of the temporary use requested and the dates and hours of operation of the temporary use. In addition, provide information on how noise, garbage, sanitation, dust, and other impacts shall be mitigated as applicable.
- D. Responsible agency condition sheet, signed by agencies (as applicable – see attached).
- E. An application fee. The amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Canada Flintridge.



MAJOR OR MASTER TEMPORARY USE PERMIT APPLICATION

III. PROCESSING YOUR APPLICATION

Processing of Major and Master Temporary Uses. Prior to commencement of a Major or Master Temporary Use, Temporary Use Permit must be approved by the Community Development Director. A public hearing shall not be required for the approval and issuance of a Temporary Use Permit; however, public notice of an approved event shall be provided prior to commencement of the use, as follows:

- A. An application for a Temporary Use Permit shall be filed with the Community Development Department at least thirty-five (35) days prior to the proposed use. **Applicants are strongly encouraged to apply earlier for larger projects.**
- B. The Community Development Director shall render a decision at least twenty-four (24) days prior to the proposed use.
- C. The decision shall be followed by the mailing or delivery of public notices to all property addresses within a five-hundred foot (500’) radius of the subject property.
- D. The public notice shall state the nature of the request, location and zoning designation of the property, name of the project proponent, the time and place of the proposed temporary use, the conditions placed on the use, and notice of a seven (7) day appeal period.

IV. FEES

The Application Fee shall be paid to the “City of La Cañada Flintridge” at the time of application.

| | |
|----------------------|-------------------|
| Application Fee: | \$740.00 |
| Engineering Deposit: | \$300.00 |
| Notice Fee: | \$150.00 |
| TOTAL FEE | \$1,190.00 |



MAJOR OR MASTER TEMPORARY USE PERMIT APPLICATION

V. PROJECT QUESTIONS FORM

TUP#

City Date Stamp

A. The proposed location of the temporary use: _____

B. The name, address and phone number of the party responsible for the temporary use:

C. The number of persons who will be engaged in conducting the temporary use, if applicable:

D. Description of the proposed use: _____

VI. PROPERTY OWNER'S AFFIDAVIT

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

I (We) further declare that I (we) understand that the City of La Cañada Flintridge encourages project applicants who are thinking of using their property for a temporary use to discuss their project with their neighbors.

Property Owner's Signature(s)

Date



MAJOR OR MASTER TEMPORARY USE PERMIT APPLICATION

VII. RESPONSIBLE AGENCY CONDITIONS SHEET

For Major and Master Temporary Uses, approvals/conditions may be required by various responsible agencies. Following is a list of typical agencies that may require conditions and/or sign off. The Community Development Department will indicate which agencies will be required to sign off on the proposed temporary use. These agencies may require that specified conditions be met before they sign off. In all cases, any conditions placed upon this temporary use by responsible agencies shall be performed prior to operation of the temporary use or as stated in any and all conditions. The applicant will be responsible for contacting these agencies and acquiring any necessary approvals/signoffs to submit as part of this application.

Attach sheets as necessary:

Fire Department [safety]

Sherriff's Department [safety]

Environmental Health [food handling and sanitary facilities]

Other: _____
