



MINOR TEMPORARY USE PERMIT

I. INTRODUCTION: 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 10 days prior to the event/use.

- A. Minor Temporary Uses. Minor temporary uses do not impact improved parking areas and include, but are not limited to, the following:
1. Outdoor display and sales of merchandise within commercial or mixed use land use districts, including “sidewalk” type sales not exceeding thirty (30) days per calendar year per business or organization, and subject to the following provisions:
 - a. Merchandise displayed or sold must be customarily sold on the premises by the permanently established business,
 - b. All outdoor displays shall occur in front of or along side the subject store,
 - c. The maximum number of consecutive days for any one event shall not exceed four calendar days,
 - d. Set-up and take-down of tents, lighting, fencing, merchandise and/or items for the event shall not be counted towards the allowable event days per calendar year, except that set-up shall not exceed one day and take-down shall not exceed one day unless otherwise authorized by the Community Development Director,
 - e. Partial days shall count as full days;
 2. Public health and safety activities, including emergency clinics and temporary inoculation centers;
 3. Spotlights or searchlights identifying commercial events;
 4. Veterinary clinics on developed sites that are not in conjunction with a veterinary facility (i.e., pet store, groomer).



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- B. Temporary Uses Not Listed. For other temporary uses not listed, the Director of Community Development may, at his/her discretion, determine whether an unlisted temporary use should be classified as major, minor or master. This determination shall be based upon the similarities and differences with the above listed uses and an assessment of the proposed temporary use's compatibility with the zoning district and surrounding land uses.

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the City Planning Department unless otherwise waived by the Director: **(Please collate and fold all plans and maps to approximately 8½" x 11" size).**

- A. Project Application Form completely filled.
- B. Property Owners' Affidavit for each property that is affected by this application.
- C. The number of persons who will be engaged in conducting the temporary use.
- D. 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.
- E. 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.
- F. Filing fee.
- G. A completed property owner affidavit.
- H. Such other information as may be required by the Community Development Director.

III. Processing of Minor Temporary Uses. Prior to commencement of a Minor Temporary Use, a Minor 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 Minor Temporary Use Permit. An application for a Minor Temporary Use Permit shall be filed with the Community Development Department **at least ten (10) days prior** to the proposed use. Notice of the Director's determination shall be sent to the applicant prior to the commencement of the use. No other notice shall be required. The decision of the Director shall be final.

IV. FEES

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

Application Fee: \$50.00



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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