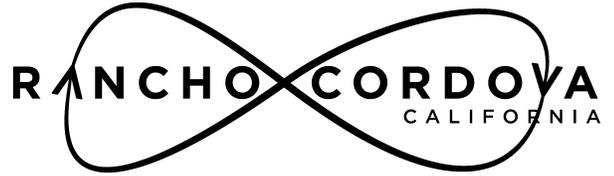


## Temporary Use Permit Application (Event)

Last Revised July 2017



**Temporary Use Permits (TUP):** are issued through the Planning Department and allows for special uses with a determined amount of time. Some uses are subject to Sacramento Metro Fire and/or Building & Safety Department approval. RCMC 23.116 and 23.922

### Review Process

**Please submit application at least three (2) weeks prior to the event start date.**

1. Complete the application and checklist; submit w/fee and include supporting documents.
2. Application is reviewed for completeness; if no further information is required, the application is routed to City staff for a two (1 1/2) week review.
3. Comments are sent to the applicant for response at end of review period.
4. Once all comments have been satisfactorily addressed, the application is signed by Planning and the applicant.
5. Allow an average of five (5) business days for the permit to be issued.

Note: If the property has Zoning conditions associated with the address, the conditions will be reviewed to determine if they affect the event (i.e. evening noise limit, no open flame)

### Submittal Requirements - Submit to Planning Department

- One (1) copy of completed application
- 8 ½ x 11 Site Layout (Dimensions, building locations, temporary structures, signage and designated parking area)
- Project Description
- Letter of Authorization

**Temporary Use Permit Application Fee  
\$241.00**

### Types and Information on TUP

**Please mark which of the following applies to your submittal:**

- Grand Opening Event/Special day or weekend event (i.e. Auction, parking lot sale, etc).
  - The use must be located on Mixed-use, Commercial, and Industrial zoned land.
  - Flea markets are not permitted.
- Outdoor displays/sales (i.e. Outdoor sales: sidewalk sales, promotional sales)
  - The temporary activity must be related to the on-site use and provided all activities shall be conducted within the buildable portion of the lot.
  - Sales and display may not occupy more than 10 percent of the parking area and shall not substantially alter the existing circulation pattern of the site. Temp sales and displays shall not obstruct any existing handicapped-accessible parking space.
- Seasonal Sales lots (i.e. Christmas trees, pumpkin sales, and other similar outdoor sales)
  - May be permitted in any Commercial or Industrial zoning district, or on any religious facility or school site that abuts a collector or arterial roadway as designated by the General Plan.
  - Only one permit per property is permitted within a one-year time period and the term of the permit shall not exceed 60 days. The temporary activity must be related to the on-site use and provided all activities shall be conducted within the buildable portion of the lot.
- Temporary structures (i.e. tents) Proof of a Sacramento Metro Fire Permit submittal is required as part of the application.
- Carnival-
  - Electrical Permit required** through Building & Safety Department
  - Special Licensing required** through Finance Department
  - Permit required** through Sacramento Metro Fire
- Other (Please Describe): \_\_\_\_\_

**Submittal Date:** \_\_\_\_\_ **Permit No.:** \_\_\_\_\_ **Received By:** \_\_\_\_\_ **Fees Paid:** \_\_\_\_\_

## PLANNING DEPARTMENT

2729 Prospect Park Drive | Rancho Cordova, CA 95670

Phone: (916) 851-8750 | Fax: (916) 851-8762

[www.cityofranhocordova.org](http://www.cityofranhocordova.org)



Applicant Information

Business/Organization: \_\_\_\_\_

Event Address: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Days of Operation: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please explain reason for the event and list proposed activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner Information

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# Yes No

Applicant Checklist Items

1.  Provide 8 1/2 x 11 site layout showing existing buildings, proposed parking area, street frontage and all event items as they will appear during the event.

Please make sure this is clearly labeled, Per the Rancho Cordova Police Department, the Area to be used for the event must be barricaded from traffic by using one of the following. No ropes or poles can be used as barricades.

- Traffic Cones       Construction Barrels       Actual Barricades



2.   Is food a part of your event?

If yes, contact the Sacramento County Environmental Management Department to determine if a permit to have food and/or beverage is required. A copy of the permit must be provided prior to the event start date.

3.   Is music a part of your event? What kind?

Indoors  Outdoors

If outdoors, please check all that apply. If there is a stage, please provide details of stage construction.

Live  Amplified Sound  Recorded  Stage

Outdoor music must stop no later than 10:00pm (or earlier depending on the location) and is enforced by the Police Department. Please contact the Rancho Cordova PD at 916-875-9600 for more information about your specific venue.

4.   Will alcohol be served outdoors?

If yes, provide a copy of the ABC license approved for this use. Contact CA ABC for more information at 916-419-1319

5.   Will temporary electric power be provided? If yes, check all that apply below.

Generator  Existing on site receptacles  
 Extension cords  Other \_\_\_\_\_

6.   Will there be open flames? Check all that apply.

A minimum of two (2) ABC fire extinguishers must be on site, no smoking and exit signs must be posted per the Fire Marshal.

Barbecue Grills  Propane Fueled Equipment  
 Sterno Cans  Other \_\_\_\_\_

7.   Will you be using tents? Please check all that apply.

Tents larger than 10'x10' may require a fire inspection. Please contact the Fire Department at 916-859-4300.

10'x10' or smaller. How many? \_\_\_\_\_

Larger than 10'x10' How many \_\_\_\_\_



| # | Yes | No | Applicant Checklist Items |
|---|-----|----|---------------------------|
|---|-----|----|---------------------------|

8.   Check any of the following that will appear on the site.

The Department of Industrial Relations may require these items to have an approved inspection and insurance on file in their office prior to use by the public. Please contact the Department of Industrial Relations Division of Occupational Safety and Health Amusement Ride Section at 916-263-3511.

- |   |  |
|---|--|
| <input type="checkbox"/> Inflatable devices | <input type="checkbox"/> Portable climbing walls |
| <input type="checkbox"/> Mechanical rides   | <input type="checkbox"/> Other _____             |

9.   Will your event require any street or driveway closures? Check all that apply.

No public streets may be closed unless Public Works Department has approved the event.

- Private                       Property                       Public

10.   Do you want a temporary sign(s) to advertise the event?

If yes, please submit image of sign(s), sign(s) dimensions, and indicate location of sign(s) on site layout

11. Please list any items not on the checklist and show them on the site layout.

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I/we hereby certify that the foregoing information is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



## Agreement and Representations of Applicant

This Application is not complete, and processing of this Application will not begin, until all initials and signatures are provided by the Applicant and Property Owner:

- 1) Under penalty of perjury, I certify that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), corporate officer(s) empowered to sign for the corporation, owner's legal agent, or the owner's authorized representative (Letter of Authorization form). \_\_\_\_\_(Initial)
- 2) Acknowledge and agree that by making this application, I have included all of the required items in hard copy (see submittal checklist). Applicant understands that missing items, inaccurate items, false information, or misleading items or information may delay the processing of the application or a permit revoked upon discovery. \_\_\_\_\_(Initial)
- 3) Government Code Section 65105 states that City staff may enter upon the subject property in the performance of their functions and make site inspections. I hereby grant City staff with such permission. \_\_\_\_\_(Initial)
- 4) Applicant(s) agree to defend, indemnify and hold harmless with Counsel selected by the City of Rancho Cordova ("City") and its agents, officers, consultants, and employees ("City's Agents") from any and all claims, actions, suits, or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. Nothing in this paragraph obligates the City to defend any Claim and the City is not required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City. \_\_\_\_\_(Initial)

### Application Covenants, Conditions, and Understandings

- 5) Applicant(s) acknowledges and agrees that this application is a contract between the Applicant and the City and that all obligations are enforceable against the Applicant regardless of the status or outcome of the Application process. This Application sets forth all covenants, promises, conditions and understandings between the parties and there are no promises, conditions or understandings either oral or in writing between the parties other than as set forth herein. No contemporary or subsequent alteration, amendment, change or addition to this application form shall be binding upon the City unless reduced to writing and signed by the City Manager, or his/her designee and the Applicant. No course of conduct shall be binding upon the City and waiver of one or more provisions or violations shall not be construed as a course of conduct to be relied upon and may not be the basis for any expectation of future waiver or estoppel of that or any provision. \_\_\_\_\_(Initial)
- 6) This Application is made under, and shall in all respects be interpreted, enforced, and governed by, the laws of the State of California. In the event of a dispute concerning the terms of this Application, the venue for any legal action shall be with the appropriate court in the County of Sacramento, State of California. Should legal proceedings of any type arise out of this Agreement, the prevailing party shall be entitled to costs, attorney's fees, and legal expenses, including but not limited to expert fees and costs. \_\_\_\_\_(Initial)

It Is So Agreed:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

# CITY OF RANCHO CORDOVA PLANNING

## LETTER OF AUTHORIZATION

This form shall serve to notify the City of Rancho Cordova that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize the person/firm shown below to file and represent my/our interest in the application(s) listed below.

### Applicant/Authorized Person:

Name/Business: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Application: \_\_\_\_\_  
\_\_\_\_\_

### Legal Owners:

I we/are the legal owner(s) of the said property; have read the foregoing letter of authorization and know the contents thereof; and do hereby certify that the same is true of my/our own knowledge. I/we certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

1) Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

2) Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

3) Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

***A letter signed by the property owner(s) may be submitted in lieu of this form.  
The letter must identify the person being authorized to represent the owner(s) and the application(s) being submitted.***

