



AN APPLICANT'S GUIDE Temporary Use Permit

City of Pomona Planning Division

The purpose of a Temporary Use Permit is to control and regulate land use activities of a temporary nature which may adversely affect the public health, safety, and welfare. The intent is to ensure that temporary uses will be compatible with surrounding land uses, to protect the right of adjacent residents and landowners, and to minimize any adverse effects on surrounding properties and the environment.

To determine if a Temporary Use Permit is required for a specific use, reference must be made to the zoning ordinance. Some examples of uses requiring a Temporary Use Permit are circuses, carnivals, fairs, Christmas tree lots, and temporary outdoor display and sale of merchandise.

APPLICATION DEADLINE

- Circuses, carnivals, fairs or similar amusement enterprises must submit application at least thirty (30) days prior to date the proposed use takes place in a residential zone.
- Other permissible events must submit application at least ten (10) days prior to date of the proposed event.

APPLICATION SUBMITTAL REQUIREMENTS

- One copy of completed and notarized application signed by the property owner
- One copy of a radius map provided by applicant showing all properties within 400 feet of the subject property. (For circuses, carnivals, fairs, etc. in residential zones only).
- List of property owners within 400 feet of proposed project typed on mailing labels. (For circuses, carnivals, fairs, etc. in residential zones only). A Certified Property Owners' List Affidavit must be provided by the company/firm preparing the labels.
- Site plan. Indicate all property lines, parking areas, building foot prints, access roads and area of proposed temporary use. The site plan must be to scale.
- Map
- Floor plan
- Fees - refer to fee schedule except those non-profit organizations, per Section 23701 (d) of the Revenue and Taxation Code, are exempt from the filing fee.
- Completed Temporary Use Project Description form (on back of this page)



Temporary Use Permit PROJECT DESCRIPTION FORM

1. What is the purpose of the event? _____

2. What type of activities are expected to proposed? _____

3. How many people are expected to attend the event? _____

4. What are the hours of operation? _____

5. Where will parking be provided? _____

6. Will the proposed event take up any existing parking spaces, if so how many? _____

7. Will there be a stage? If so, what size? A permit issued by Building & Safety may be required. _____

8. Will you be utilizing a canopy or tent? If so, how many and what size? A permit issued by the Fire Department may be required. _____

9. When will the event be held? _____

10. What kinds of equipment are needed for the event? _____

11. Will there be cooking? Will it require the use of gas? _____

12. What is the required set-up time? _____

13. What is the required advertising time? _____

14. Will on-site security be provided? _____

15. Is the event sponsored by a Non- profit organization? _____

16. If so, are they contracting with a private business for services during the event such as carnival ride operator, auctioneer, musicians, etc...? _____

17. If a private business is contracted, do they have a Pomona City Business License? _____

The City of
POMONA

505 South Garey Avenue, Pomona, CA 91766

Planning Division

PLANNING APPLICATION FOR MINOR PROJECTS

Application for:

- | | |
|--|--|
| <input type="checkbox"/> Determination of Similarity | <input type="checkbox"/> Outdoor Dining Permit |
| <input type="checkbox"/> Development Review | <input type="checkbox"/> RV Parking Permit |
| <input type="checkbox"/> Fence and Wall Permit | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> Home Occupant Permit | <input type="checkbox"/> Temporary Banner Permit |
| <input type="checkbox"/> Landscape Plan Check | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Master Sign Program | <input type="checkbox"/> Wireless Permit (Admin) |
| <input type="checkbox"/> Minor Deviation Variance | <input type="checkbox"/> Wireless permit (Minor) |
| <input type="checkbox"/> Minor oak tree Permit | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Minor Site Development Permit (DPSP Area) | |

FOR PLANNING USE ONLY

Date Received: _____

Received By: _____

Case No(s): _____

Project Address: _____ **Assessor's Parcel #:** _____

Applicant's Name: _____ **Telephone #:** _____

Address: _____ **City:** _____ **Zip:** _____

E-mail: _____

Owner's Name: _____ **Telephone #:** _____

Address: _____ **City:** _____ **Zip:** _____

E-mail: _____

Existing Land Use: _____ **Zone:** _____

Lot Size: _____ **General Plan Designation:** _____

Project Proposal: _____

If applicable, a detailed description of the project should be completed on a separate and attached to this application.

I certify that the forgoing statements and information are true and that any submitted material, statements or plan designs are correct to the best of my knowledge.

Applicant's Signature

Date