



City of Camarillo
 Department of Community Development
Temporary Use Permit
 Application

SUBMITTAL	City of Camarillo Department of Community Development 601 Carmen Drive P.O. Box 248 Camarillo, CA 93011-0248 Phone: 805.388.5360; Fax: 805.388.5388 Email: comdevemail@cityofcamarillo.org	APPLICATION Staff Use	TUP Permit No. _____
	TUP Permit Extension No. _____ Fee _____ HTE No. _____ <i>(Keep Receipt with Application)</i> Received by _____ Date Filed _____		

NOTE A Temporary Use Permit (TUP) is intended to allow for the short-term placement of uses on privately or publicly owned property with appropriate regulations so that such activities will be compatible with the surrounding areas in accordance with Chapter 19.61 of the City's Municipal Code. A TUP application should be filed and approved by the Department of Community Development prior to commencement of any requested TUP activity. **A request of extension of time for an existing TUP must be submitted 30 days in advance of the expiration date of a previously permitted temporary use.**

REQUEST – Information provided is public information

APPLICANT : _____

Contact Person: _____

Address _____

City _____ State _____ Zip _____

Phone (8 am – 5 pm) _____ Cell _____ Fax _____

E-mail address: _____

Property Owner: _____

Contact Person: _____

Address _____

City _____ State _____ Zip _____

Phone (8 am – 5 pm) _____ Cell _____ Fax _____

Contact name: _____ Phone number _____

E-mail address: _____

➤ Description of proposed temporary use permit *(only as permitted in Municipal Code § 19.61.020):*

PROPERTY DESCRIPTION

Address: _____
Assessor's Parcel No. _____
Cross Street(s) _____
Current Zoning _____ Parcel Area _____
Dimensions of Parcel: Width _____ Depth _____
General Plan Designation _____
Current Use of Property _____
Parking Spaces Provided _____ Loading Spaces Provided _____

T.U.P Project Information

Request for Temporary Use Permits will be considered by the Community Development Director to determine the short-term placement of uses on privately or publicly owned property with appropriate regulations so that such activities will be compatible with the surrounding areas. In order to determine the need for a Temporary Use Permit, and the effect, your proposed use would have on surroundings properties, please respond to the following:

1. How long is the Temporary Use Permit requested for (Director may issue a temporary use permit for a period up to six months)? Specify dates.

2. Are there any changes, improvements, or modifications to the existing property/building needed to allow for the proposed temporary use of the property/building? Explain.

3a. Are there any temporary structures (power poles, tents, fencing, mechanical equipment, construction trailers, etc.) proposed as part of the use? Any vehicles, construction equipment? Explain.

3b. If mechanical equipment such as generators or any other powered equipment are being used for the operation of the Temporary Use Permit, applicant is required to submit equipment specifications and noise level(s) (dBA) with the proposed application. List proposed equipment and dBA (Exterior noise levels must be in accordance with the City's noise regulations, Chapter 10.34).

4. Will the temporary use affect any parking areas? Is any additional parking needed for the use?

5. Will any additional permits or approvals be required?

6. How is the temporary use similar and compatible to the permitted uses of the zone?

SIGNATURES – Both required

➤ **APPLICANT:**

I hereby certify the following:

- I have read and understand and agree to comply with Sections 10.38.010 through 10.38.030 of the Municipal Code (set forth on the following page).
- I understand that any violation of any part of the Municipal Code could lead to the closing/cancelling of the event.
- I understand that any violation of the conditions of approval could lead to the closing/cancelling of the event.
- I will provide proper insurance (Certificate of Insurance and Endorsement Form).

I further certify that the information included herein is accurate.

Signature _____ Date _____

(Print Name Here) _____ Title _____

Check here if Applicant is Property Owner Initial Here _____

➤ **PROPERTY OWNER / MANAGER permission (If other than applicant):**

(REQUIRED: the application is not considered complete until the City has received the property owner/manager/legal representative's permission for the applicant to use the property. Acceptable forms of permission are a signature below.)

As legal owner/manager/legal representative of the property, I hereby give my consent and approval of the filling of this Temporary Use Permit application.

Property Owner / Property Manager / Legal Representative

Signature _____ Date _____

(Print Name) _____ Title _____

Company / Entity Name _____

Email _____ Phone _____

CITY REVIEW

Staff Comments _____

COMMUNITY DEVELOPMENT DEPARTMENT Review:

Approved / Denied

Signature _____ Date _____

No project application will be considered complete unless the following materials are provided. Additional materials may be required depending on the nature and location of the request. Refer to the following section for a description of the various required materials.

CHECKLIST

Staff Use	LIST
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Temporary Use Plans 20 copies (folded and collated)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	8½" x 11" reduction of the development plans
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Filing Fees
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	300-foot radius map * – 2 copies
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of property owners within 300 feet * (one copy plus 2 sets on self-adhesive labels – see sample.)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Certification of property owners list *

Notes _____

APPLICATION MATERIAL DESCRIPTIONS

Temporary Use Plans
 The application package shall include site plans, floor plans, and exterior elevations (floor plans and elevations are only required if a temporary building is being proposed).
 The site plan shall show all areas proposed for landscaping, parking, circulations, loading, pedestrian areas, and building areas.

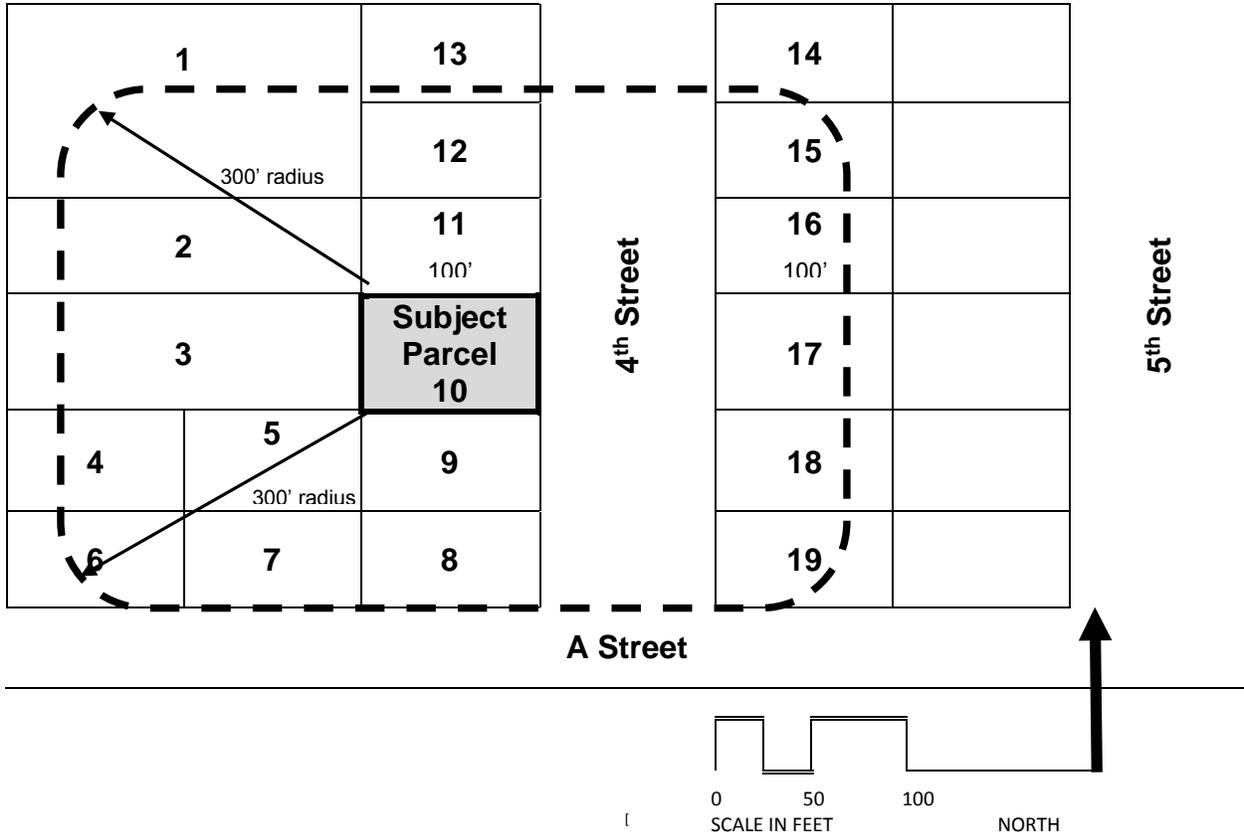
FILING FEE
 Before an application can be accepted, all filing fees for a Community Development Department application must be submitted as outlined in a resolution by the City Council.

LISTING OF PROPERTY OWNERSHIP (1 copy plus 2 sets on labels)
 A listing indicating the owner’s name and address of each of the parcels within the 300-foot radius of the subject parcel as identified on the radius map shall be submitted along with the map. The listing of the property ownerships shall be taken from the latest equalized assessment rolls from the County Assessor’s office and a statement of certification by the person who prepared the listing and the map shall be attached. The list shall be printed on self-adhesive address labels (according to the sample). The label shall include the reference number or letter from the map, the Assessor’s parcel number, then the owner’s name and full address, including the ZIP code. A copy of the list shall be provided for reference with the certification statement attached.

CERTIFICATION OF PROPERTY OWNER’S LIST (Submit original form signed by preparer)

LISTING OF ADJOINING PROPERTY OWNERS AND ADJOINING OCCUPANTS (1 copy plus 2 sets on labels)
 A complete ownership and occupant list (printed on self-adhesive labels – according to the sample) and a map indicating all abutting properties shall be submitted.

SAMPLE 300 FOOT RADIUS MAP AND LABELS



SAMPLE PROPERTY OWNERS LABELS

(Use for 300' Radius Property Owners, Adjoining Property Owners, and Adjoining Occupants)

Use the following format for address labels:

#1/A. 123-1-456-789 JOHN Q PUBLIC 555 4 TH STREET CAMARILLO CA 93010	= Reference to map # (or letter) and Assessor's Parcel # = Property Owner's Name = Street Address = City State and Zip (in ALL CAPS, no punctuation, 2 spaces after state)
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#1 [Enter first address label here]	#2 [Enter second address label here]	#3 [Enter third address label here]
#4 (etc.)		
Identification label goes on the bottom right label Type information in ALL CAPS	Applicant Name → Project Name → Type of Labels →	RW CONSTRUCTION MAJESTY HOMES 300' RADIUS LABELS

Please indicate in type of labels if they are **300' Radius Property Owners, Adjoining Owners** OR
 F:\HANDOUTS\Applications...\Applications in Word...\Special Event sb (10/20/14)