



# TEMPORARY USE PERMIT SUPPLEMENTAL INFORMATION

Community Development Department  
Planning Division

This supplemental information is for temporary outdoor uses on non-City-owned property.

- Form & Affidavit – completed in full (must be submitted to the Planning Division **no later than 15** calendar days prior to the date of event).
  - Site Plan – Submit a site plan and include the following information:
    - property lines,  locations of building entrances/exits, parking and driveway areas,  location and dimensions of temporary structures, and equipment to be used (provide detail descriptions of the types of temporary structures, equipment and activities to take place at the event below).
  - Application filing fee - \$859.32
- \* *Additional information, permits, and fees may be required by other City Departments. (See Attachments)*

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

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

Organizer: \_\_\_\_\_  check if Non-Profit Organization

Applicant/Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Dates of event: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Detailed description of the event: \_\_\_\_\_

Number of people expected to participate or attend: \_\_\_\_\_

Detailed list of all temporary structures, equipment, and activities, such as, stages, tents, canopy structures, booths, restrooms, rides, electrical power source, generators, mechanical and electrical equipment that will be used: \_\_\_\_\_

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

Applicant (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Do Not Write Below This Line

Case Number: TUP- \_\_\_\_\_ - \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

Receipt Number \_\_\_\_\_  Check if Exempt

Case Number: TUP- - \_\_\_\_\_

Receipt Number: \_\_\_\_\_

**AFFIDAVIT**

I, \_\_\_\_\_, declare that I am the owner(s) (having fee title) of  
(Print Name)  
property involved in this petition and that the statements and answers herein contained,  
and the information herewith submitted are in all respects true and correct to the best of  
my knowledge and belief.

I declare under penalty of perjury that the aforementioned is true and correct.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**Note:** This application must be signed by property owner or authorized agent/lessee (if by authorized agent/lessee, a copy of the lease agreement or a letter of authorization from the property owner must be filed with this application). An invalid signature would invalidate the requested Temporary Permit.