



CITY OF  
ARCADIA

TUP \_\_\_\_\_

## TEMPORARY USE PERMIT

**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED) :**

EVENT ADDRESS \_\_\_\_\_

**APPLICANT(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**PROPERTY OWNER(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**DESCRIPTION OF EVENT:** \_\_\_\_\_

**DATE(S) OF EVENT:** \_\_\_\_\_

**LOCATION(S):** \_\_\_\_\_

**HOURS OF EVENT:** \_\_\_\_\_

**ATTENDANCE:** \_\_\_\_\_ **PARKING ATTENDANTS:** \_\_\_\_\_

### TEMPORARY USE PERMIT TYPE

- |   |   |
|---|---|
| <input type="checkbox"/> Special Event  | <input type="checkbox"/> Seasonal Sales   |
| <input type="checkbox"/> Temporary Tents and Canopies ( <i>non-residential zone</i> ) | <input type="checkbox"/> Outdoor Storage  |
| <input type="checkbox"/> Temporary Outdoor Sales                                      | <input type="checkbox"/> Block Yard Sales |
| <input type="checkbox"/> Temporary Wireless Communication Facility                    | <input type="checkbox"/> Pop Up Business  |
| <input type="checkbox"/> Other _____  |   |

**THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

DATE FILED \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

The Development Services Director or designee shall approve the temporary use permit, based on the following criteria. Please explain how your request meets these criteria.

- 1. The operation of the requested temporary use at the location proposed, within the time period specified, and subject to appropriate conditions will not jeopardize, endanger, or otherwise constitute a menace to the public convenience, health, safety, or general welfare.**

---

---

---

- 2. The proposed site is adequate in size and shape to accommodate the temporary use without material detriment to the use and enjoyment of other properties located adjacent to and in the vicinity of the site.**

---

---

---

- 3. The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that the temporary use will or could reasonably be expected to generate.**

---

---

---

- 4. Adequate temporary parking to accommodate vehicular traffic to be generated by the temporary use will be available either on-site or at alternate locations acceptable to the Director.**

---

---

---

- 5. The location for the proposed temporary use would not adversely interfere with existing uses on the subject property, and would not impede or adversely impact pedestrian access ways and/or vehicular circulation patterns.**

---

---

---

- 6. The applicant agrees in writing to comply with any and all of the conditions imposed by the Review Authority in the approval of the Temporary Use Permit.**

---

---

---

## FILING REQUIREMENTS

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- Completed application form
- An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- Filing Fee - \$180
- Filing Fee for City Council or Commission's Review - \$540 (If applicable)
- Two (2) copies of a site plan/diagram showing the boundary lines of the subject property or area, the location of the event, and all existing and proposed structures (e.g. fences, walls, booths, equipment, and other temporary structures for which permission is sought). The plan must clearly show the ingress/egress as well as all signs (advertising/directional) that will be used for the event.
- City Council or Commission Review – Two (2) copies of a site plan/diagram showing the boundary lines of the subject property or area, the location of the event, and all existing and proposed structures (e.g. fences, walls, booths, equipment, and other temporary structures for which permission is sought). The plan must clearly show the ingress/egress as well as all signs (advertising/directional) that will be used for the event.
  - City Council or Commission's Review Only - A 300 foot radius map (1,000 foot radius for events at the Santa Anita Racetrack or Westfield Santa Anita Mall) and a mailing list in an Excel format and one set of labels. The mailing list must be in an Excel format and saved on a CD or flash drive. Each lot must be consecutively numbered to correspond to the property owners list, map and Excel spreadsheet.

The spreadsheet must identify the following fields: 1) Assessor's Parcel Number; 2) Property Owner's Name; 3) Mailing Address; 4) City, State, and Zip Code. Each column heading must be in the same order as listed above.

*The names and addresses of current property owners may be obtained at the Los Angeles County Assessor's office.*

*Alternatively, applicants may retain the services of a mapping consultant to generate the radius map, labels and electronic address list on an Excel spreadsheet on their behalf. A list of local mapping consultants may be obtained at the Planning Services offices.*
  - A separate label sheet, providing 3 labels each for the property owner, applicant, architect, contractor, and anyone else with an interest in the project that is to be contacted/copied with any relevant correspondence.