

## **SPECIAL USE PERMIT**

A Special Use Permit is required for all temporary special uses and development in the City. The types of uses which may be approved under a Special Use Permit include: the erection of temporary structures such as fences, booths, tents, or parking of trailers for such activities as carnivals circuses, fairs, festivals, non-profit fund raising events, charitable events, religious meetings; temporary outdoor displays for the sale of Christmas trees, Halloween pumpkins, art objects, or other items; recycling centers and any other similar activities conducted for a temporary period either outdoors or within a temporary structure which has the potential to result in an adverse effect on surrounding properties.

Before you file a request for a Special Use Permit, you should be aware of the criteria on which your application is reviewed. They are as follows:

- That the site for the intended use is adequate in size and shape to accommodate said use and/or development.
- That the site for the proposed 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.
- That the proposed use would not result in a significant adverse effect on adjacent property.
- That by requiring certain safeguards as conditions of approval, the proposed use would not be detrimental to the public health, safety and welfare.

Please remember that if any of these findings cannot be made, the application must be denied. If you feel there might be a question as to whether your proposal meets these criteria, please discuss your application with the City's Planning staff. A preliminary conference with staff will enable us to identify and help resolve any potential problems before the formal application is underway. Due to the required noticing procedures a Special Use Permit Application must be submitted at least 60 days prior to the date of the proposed special use.

When you are ready to file your application, make sure the entire form is completed and that you have all the required materials. This will allow us to process your application without unnecessary delay.

These are the materials you will need:

- Three copies of site plan showing boundary lines of the subject property and all existing and proposed structures.
- Three copies of elevations showing all proposed structures, fences, walls, booths, and other temporary structures for which permission is sought.

All plans must be assembled in complete sets and folded no larger than 9 1/2" X 14". If so desired

by the applicant, only one copy of the site plan and elevation drawing may be submitted as part of the initial application package. Once it is determined by the Director that the submitted plans contain all the necessary information described in this application, then the appropriate number of plans (3 copies) will be requested from the applicant.

- Two (2) copies of a "vicinity map", prepared to scale, which shows all neighboring properties within a 500 foot radius of the subject property (applicant). The "Vicinity Map" must be prepared exactly as described in the attached instruction sheet.
- Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which falls within a 500 foot radius of the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners' Association, if any, must be typed on 8 1/2" X 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the attached "Certification of Property Owners Mailing List" form.
- If your event charges admission and serves an average of more than 2,000 individuals per event operating day, then submit two (2) copies of your Solid Waste Management Plan as described in the attached "Large Event Recycling Program Requirements" flyer.
- Special Use Permit Application signed by applicant and landowner.
- Filing Fee<sup>1</sup>

Please remember that, if all of these materials are not submitted, the application cannot be accepted for filing.

Please refer to Chapter 17.62 of the City's Development Code for more detailed information.

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<sup>1</sup> Please refer to the City's [Master Schedule of Fees](#) for Planning Division application fees.

**SPECIAL USE PERMIT APPLICATION NO. ZON**

**APPLICANT/CONTRACTOR:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

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

\_\_\_\_\_  
Email \_\_\_\_\_

\_\_\_\_\_  
Lot and Tract No: \_\_\_\_\_

\_\_\_\_\_  
Project Location: \_\_\_\_\_

\_\_\_\_\_  
Project Description: \_\_\_\_\_

\_\_\_\_\_  
Size of Property: \_\_\_\_\_

**LANDOWNER:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

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

\_\_\_\_\_  
Email \_\_\_\_\_

\_\_\_\_\_  
Zoning: \_\_\_\_\_

**GENERAL**

1. Describe in detail the nature of your request. Identify the type, height, and uses of all proposed walls, fences and/or structures.

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

2. The purpose of this use is: \_\_\_\_\_

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

3. The proposed use will be from \_\_\_\_\_ to \_\_\_\_\_.

I HEREBY CERTIFY, under penalty of perjury, that the information and materials submitted with this application are true and correct.

Dated at \_\_\_\_\_ California on \_\_\_\_\_, 20\_\_\_\_\_.

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

I HEREBY CERTIFY, under penalty of perjury, that I am the owner of the property for which this application is made and, in that capacity, have approved and authorized this application for the above listed use.

Dated at \_\_\_\_\_ California on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Staff Signature

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