



TEMPORARY VENDOR PERMIT

A Temporary Vendor Permit may be approved to allow certain temporary sales activities that occur in conjunction with certain established existing uses. The types of activities which may be approved under a Temporary Vendor Permit include: 1) temporary outdoor sales of goods and/or food items from a mobile non-motorized cart or temporary booth in commercial, institutional and open space recreational zoning districts; 2) temporary outdoor sales held by a non-profit organization; and 3) special temporary outdoor sales by an existing retail business.

A Temporary Vendor Permit application may be conditionally approved by the Director without hearing or notice if the following review criterion is met:

- That the sales occur on the same property as the existing legal or legal non-conforming commercial, industrial, or recreational use.
- That the temporary sale will not create an adverse impact on adjacent uses beyond the impact of the primary use of the site.
- That the sales activity would occur for a period of not more than thirty days out of a twelve month period.

Please remember that if any of these criteria are not met, the application cannot be approved by the Director and the submittal of a Special Use Permit will be necessary. If there are questions as to whether the proposed use meets these criteria, please discuss the application with the City's Planning Staff.

When ready to file an application, make sure the entire form is completed, that the property owner's permission is obtained, a business license is obtained (if required), and that all the required materials are attached. This will allow Staff to process the application without any unnecessary delay.

These following materials must be submitted for Director Review:

- Temporary Vendor Permit Application signed by the applicant and landowner.
- Three (3) copies of a site plan showing boundary lines of the subject property and all existing and proposed temporary structures.
- Three (3) copies of elevations showing all proposed structures, booths, mobile non-motorized carts, and other temporary structures for which permission is sought.
- One detailed site plan of the portion of the existing site to be used for the temporary use (i.e., structures, parking stalls, sidewalks and driveways).
- A copy of the applicant's current valid City's business license.
- Filing Fee¹**

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.

Please remember that if all of these materials are not submitted the application cannot be accepted for filing. Please refer to Chapter 17.62.030 (attached) of the City's Development Code for more detailed information.

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



TEMPORARY VENDOR PERMIT ZON_____

APPLICANT/CONTRACTOR:

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Project Location: _____

Project Description: _____

Current Zoning: _____

Size of Property: _____

The proposed use will be from _____ to _____
(date and time) (date and time)

Describe in detail the nature of your request. Identify the uses and types of sales that will occur, as well as the purpose for this use.

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

Signature of Applicant

Date

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

Signature of Landowner

Date



HAZARDOUS WASTE AND SUBSTANCES STATEMENT

Pursuant to California Government Code Section 65962.5(f), before a city can accept as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the city indicating whether the project and any alternatives located on a site that is included on any of the lists complied and shall specify any list.

The California Environmental Protection Agency (Cal/EPA) has compiled lists of Hazardous Waste and Substances Sites for the entire State of California. The current lists for the City of Rancho Palos Verdes, retrieved from the Cal/EPA web site on August 22, 2012, are within the following chart:

IMPACT CITY: RANCHO PALOS VERDES

STREET ADDRESS	CURRENT USE	FORMER USE	ENVIROSTOR ID
30940 HAWTHORNE BLVD.	City Hall / Civic Center	Nike Missile System	19970023

Please be aware that Cal/EPA updates these lists periodically, and it is the applicant's responsibility to check the most recent lists. If the project site and any alternatives proposed in the application are not contained in the most current Cal/EPA lists, please certify that fact as provided below. If the development project and any alternatives proposed in this application are contained in the most current Cal/EPA lists, please complete the statement on the next page.

I have consulted the most current lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are not contained on these lists.

(Applicant)

(Signature)

(Date)

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

If the development project and any alternatives proposed in this application are contained on the most current CAL/EPA lists, please complete the following statement.

1. Name of Applicant: _____
2. Address: _____
3. Phone Number: _____ Email _____
4. Address of Site (Street name and number if available, and ZIP code):

5. Local Agency (City/County): _____
6. Assessor's Book, Page, and Parcel Number: _____
7. Specify any list pursuant to Section 65962.5 of the Government Code:

8. Regulatory Identification Number: _____
9. Date of List: _____

(Applicant)

(Signature)

(Date)