

**APPLICATION FOR TEMPORARY USE PERMIT  
OR CONCESSION STAND PERMIT**

The following materials must accompany this application:

1. Site plan showing existing development, proposed location for requested use, equipment to be used, driveways, and distance of proposed use from the future right-of-way of adjacent streets. Site plan for signs must identify locations of all signs, flags, banners, etc. on the property.
  2. Notarized statement granting permission to use the site. This notarized statement must be signed by the property owner or by the lessee. In the case where a lessee is granting permission, a copy of the lease must accompany this application. Dates or period of time for which the permission is granted must be specified.
  3. Completed application form.
  4. Application fee. (Be sure to verify with the Planning Department, 874-6221.)
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Requests for Temporary Use Permits (TUZ) may be filed pursuant to the following sections of the Zoning Code:

**Section 301-02.** Sale of Christmas trees in agricultural, residential, or recreational zones.

(A temporary use permit is not required in commercial or industrial zones).

**Filing fee - \$253.38.**

**Section 301-05.** Promotional Displays and Sales in commercial and industrial zones. Time

limits of use shall not exceed thirty (30) days within the first one-hundred eighty (180) days of business and for other business shall be limited to one period not exceeding ten (10) days within a given year. **Filing fee - \$253.38.**

**Section 301-06.** Temporary uses such as carnivals, amusement rides, etc. These uses may be permitted only for a maximum of ten days. If the request is proposed in an agricultural, residential, or recreational zone, the use must be conducted by an organization which qualifies for an exempt license. Otherwise the **Filing fee is \$253.38.**

**Section 301-07.** Temporary Sales or Construction Offices. A temporary office established to handle sales or construction of lots, or homes, or both, may be authorized in any zone provided a temporary use permit is first obtained from the Zoning Administrator. Parking shall be provided in accordance with Chapter 30, of this Title. In addition, conditions of approval may regulate hours of operation, landscaping, or other aspects where deemed necessary by the Zoning Administrator. **Filing fee - \$253.38.**

**Section 335-09.5(h).** Banners, flags, and pennants at commercial locations to promote grand openings are limited to a 30-day period within the first 180 days of business. Banners, flags, and pennants to promote a special sales events are limited to one 30-day period within a given year. **Filing fee - \$253.38.**

Requests for Temporary Concession Stand Permits (TCZ) may be filed pursuant to the following sections of the Zoning Code:

**Section 225-11, Item U. 4., and Section 315-02. Commercial Use Tables and Development Standards for Temporary Concessions.** The application shall indicate the days and hours of operation, a list of items for sale, and a site plan specifying structures and area to be occupied. (See definition, Section 130-47.5). **Filing fee - \$1,519.25.**

Requests for Subdivision Signs (TSZ) may be filed pursuant to the following sections of the Zoning Code:

**Section 335-04(b). Directional Subdivision Signs.** **Filing fee - \$1,519.25.**

**Section 335-04(c). Subdivision Signs.** **Filing fee - \$1,519.25.**

**Section 335-04(e). Regional Directional Subdivision Signs.** **Filing fee - \$1,519.25.**

NOTE: All temporary subdivision signs must comply with separation provisions of Code Sections 335-04(b)(5) and 335-04(e)(aa). All applications must be accompanied by "Property Owners Sign Removal Authorization" (attached).

**TEMPORARY USE PERMIT**  
**APPLICATION FORM**

Control No. \_\_\_\_\_

This is an application for a temporary  $\ddot{y}$  use permit,  $\ddot{y}$  concession stand permit,  $\ddot{y}$  subdivision sign filed pursuant to Section \_\_\_\_\_ of the Zoning Code.

Applicant \_\_\_\_\_ Property owner \_\_\_\_\_  
Name \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Assessor's Parcel No. \_\_\_\_\_ Land Use Zone \_\_\_\_\_

Address of property where use is proposed \_\_\_\_\_

Location description \_\_\_\_\_

Proposed Use \_\_\_\_\_  
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**For All Temporary Use Permit Applications except signs, please complete the following information:**  
(For signs see below)

Organization sponsoring use (if other than applicant) \_\_\_\_\_

Are loudspeakers or music to be used? \_\_\_\_\_ If so, describe \_\_\_\_\_

Are any animals to be housed on the site in conjunction with this use? \_\_\_\_\_

If so, what type and how many? \_\_\_\_\_

Are rides to be available? \_\_\_\_\_ If so, how many? \_\_\_\_\_

Dates requested \_\_\_\_\_ Hours of operation \_\_\_\_\_  
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**If this application is for subdivision signs or promotional displays, please complete the following information:**

How many signs, banners, flags, etc. are to be installed? \_\_\_\_\_

Describe the height, size, and appearance of these items \_\_\_\_\_

What other signs are on the property? \_\_\_\_\_

Dates requested \_\_\_\_\_  
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Temporary use permits and concession stand permits will be mailed to the applicant within five (5) days of filing.

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

\_\_\_\_\_  
Date

Control No.:  
A.P.N.:

**PROPERTY OWNER'S AUTHORIZATION AND RESPONSIBILITY FORM**  
**(MUST ACCOMPANY ALL APPLICATIONS FOR CONCESSION STANDS AND**  
**TEMPORARY USE PERMITS)**

This form must be completed and signed by the owner(s) in fee of any real property if said owner(s) will be represented by any other person or agent in any matter regarding the application. This form must be notarized by an authorized notary public and submitted with the application before said application can be processed.

I, (We), \_\_\_\_\_, of \_\_\_\_\_,  
City of \_\_\_\_\_, County of \_\_\_\_\_, State of  
California, hereby I am (we are) the owner(s) in fee of the real property described in the application  
attached hereto, and designated on the maps of the County Assessor of Sacramento County as  
Parcel No. \_\_\_\_\_. I hereby authorize \_\_\_\_\_,  
of \_\_\_\_\_, City of \_\_\_\_\_, County of  
\_\_\_\_\_, State of California, to apply to the County of Sacramento,  
State of California, for \_\_\_\_\_.

I, (We), as owner(s) of the subject property accept ultimate responsibility for insuring  
compliance with any conditions issued on the permit.

DATED: \_\_\_\_\_

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

