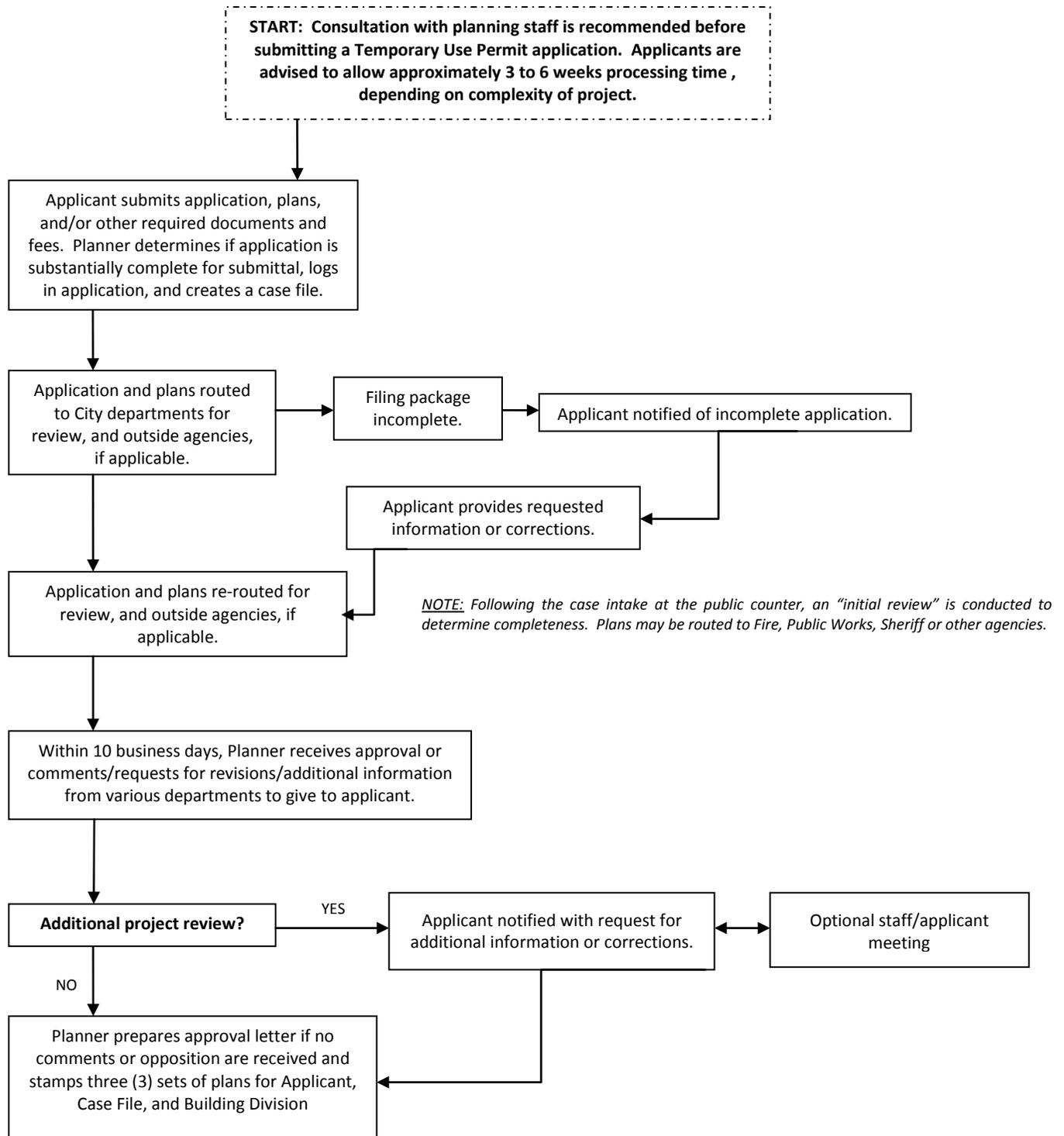




# APPLICATION PROCESS – Temporary Use Permit (TUP) Application

## CITY OF CALIMESA - PLANNING DIVISION

### TUP APPLICATION PROCESS FLOWCHART





### **Why do I need a Temporary Use Permit?**

- Certain land uses, although allowed in particular zoning districts, are only permitted under special conditions. These uses require a discretionary permit, such as a Temporary Use Permit (TUP). Staff must review these uses through an administrative process before making a decision to approve or deny the request.
- Once a complete application has been submitted, applicants are encouraged to work with the Case Planner to provide information, or to possibly revise plans so they are consistent with the General Plan and the Municipal Code prior to project approval.
- The application and plans, depending upon the proposal, will likely be routed to various outside agencies or departments within the City, all of whom may be required to review the application, and include the Fire Department, Public Works, Sheriff or other county, state or federal agencies.
- Staff, in approving a request, may impose certain conditions, which are deemed necessary to ensure that the project will be in accordance with guidelines established within Chapter 18.15.130 (Temporary Use Permits/Minor Temporary Use Permits) of the Calimesa Municipal Code. Conditions imposed may involve any pertinent factors affecting the establishment or operation and maintenance of the requested use, including but not limited to:
  - ✓ Special yards, open spaces and buffer areas. Fences and walls.
  - ✓ Landscaping and maintenance of the property.
  - ✓ Materials, colors and styles.
  - ✓ Parking facilities, including vehicular ingress and egress, and surfacing.
  - ✓ Street and highway dedications and improvements, including sidewalks, curbs and gutters.
  - ✓ Water supply and fire protection.
  - ✓ Regulation of nuisance factors such as noise, vibrations, smoke, dust, dirt, odors, gases, noxious matter, heat, and glare.
  - ✓ Regulation of operating hours and days.
  - ✓ Sign regulations.
  - ✓ A specified timeframe in which development must commence.
  - ✓ Letter(s) of authorization from property owner(s).
  - ✓ Other conditions found necessary to ensure the project supports the policies and goals of the General Plan or applicable Community Plan, and the Zoning Ordinance.
- Staff's decision may be appealed to the City Planning Commission. Appeals must be received within 15 days of staff's decision. If an appeal is not received, the decision is effective on the 16th day of staff's decision.
- Applicants are advised to allow approximately 3 to 6 weeks processing time. The complexity of the project may warrant additional time.