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*City of Calimesa Planning Department*  
**TEMPORARY USE PERMIT APPLICATION REQUIREMENTS**

An application for a Temporary Use Permit must be received at least thirty-one (31) days prior to the proposed scheduled event in order to allow each agency (Planning, Public Works, Police, Fire, et al) adequate time to review, comment and make appropriate Conditions of Approval for the proposed event. If the event is to take place prior to the 31 days, please plan to reschedule the event. No exceptions.

In approving an application for a Temporary Use/Minor Temporary Use Permit, the City may impose conditions deemed necessary to ensure that the permit will be in accordance with the findings required by Section 18.15.130 of the Calimesa Municipal Code. These conditions may involve any pertinent factors affecting the operation of such temporary event or use, and may include but are not limited to:

1. Provision for a fixed period not to exceed ninety (90) days for a temporary use not occupying a structure, including promotional activities, or one (1) year for all other uses or structures, or for a shorter period of time as determined by the Community Development Director;
2. Provisions for temporary parking facilities, including vehicular ingress and egress;
3. Regulation of nuisance factors such as, but not limited to, prevention of glare or direct illumination of adjacent properties, noise, vibration, smoke, dust, odors, gases, and heat;
4. Regulation of temporary structures and facilities, including placement, height and size, location of equipment and open spaces, including buffer areas and other yards;
5. Provision for sanitary and medical facilities;
6. Provision for solid, hazardous and toxic waste collection and disposal;
7. Provision for security and safety measures;
8. Regulation of signs;
9. Regulation of operating hours and days, including limitation of the duration of the temporary use, as outlined in Condition No. 1;
10. Submission bonds in the amount which is satisfactory to the City for the purposes of ensuring that any temporary facilities or structures used will be removed from the site within a reasonable time following the event and that the property be restored to its former condition;
11. Submission of a site plan indicating any information required by this Section;
12. A requirement that the approval of the requested Temporary Use Permit is contingent upon compliance with applicable provisions of the Municipal Code; and
13. Any other conditions which will ensure the operation of the proposed temporary use in an orderly and efficient manner and in accordance with the intent and purpose of this Section.

**TO BE SUBMITTED WITH MASTER LAND USE ENTITLEMENT APPLICATION**

- Submittal of a site plan showing the following:
- ✓ Lot dimensions and the location of all existing on and off-site structures (within 25') with distances to the nearest lot lines;
  - ✓ Temporary structures and facilities, including placement, height and size, location of equipment and open spaces, including buffer areas and other yards;
  - ✓ Temporary parking facilities, including vehicular ingress and egress;
  - ✓ Location of facilities for solid, hazardous and toxic waste collection and disposal;

- ✓ Location of signs;
  - ✓ Building and Safety Department application requirements;
  - ✓ Traffic Control Plan; and
  - ✓ Fire Department application requirements.
- A proposal for the provision of sanitary and medical facilities;
  - A proposal for the provision of security and safety measures, including fencing and/or fire extinguishers, traffic control, sanitation, waste removal;
  - Application for a temporary sign permit (if applicable);
  - A cash bond in the amount of \$200\* (in addition to the required TUP fee – see separate fee schedule) for post event inspection of the premises by the Code Enforcement Officer to ensure any temporary facilities or structures will be removed from the site within a reasonable time following the event and that the property will be restored to its former (or better) condition, including (but not limited to) removal of trash and debris, removal of temporary signs, portable toilets, etc.;
  - Additional bonds or deposits as required by the Community Development Department, City Engineer, Public Works Director, or other reviewing agencies which may be a requirement of approval for the event;
  - Application for Encroachment Permit (if using any City Streets or Parks) obtained from the Public Works Director and submitted with the TUP application;
  - Events using live animals must have clearance from the Animal Control Department thirty (30) days prior to the event; and
  - Any other requirements deemed necessary by the City which will ensure the operation of the proposed temporary use in an orderly and efficient manner.

## **REVOCAATION**

- A Temporary Use/Minor Temporary User Permit may be revoked or modified by the Community Development Director or his/her designee if any one of the following findings can be made:
- That circumstances have changed so that one or more of the finding of fact contained in Section 18.15.130 of the Calimesa Municipal Code can no longer be made;
- The Temporary Use Permit was obtained by misrepresentation or fraud;
- One or more of the conditions of the Temporary Use Permit have not been met; and
- The use is in violation of any statute, ordinance, law, or regulation in effect at the time of permit issuance.

\*Minimum base bond amount which may be increased as a condition of approval depending upon the size and intensity of the proposed temporary use. The minimum base bond amount does not include additional bonds or deposit amounts which may be required by other agencies or departments.