



# APPLICATION CHECKLIST

## TEMPORARY USE PERMIT

**What is a Temporary Use Permit?** A Temporary Use Permit serves many purposes, some of which include: promotional signs, grand opening events, outdoor events, carnivals, and sales trailers. The issuance of a Temporary Use Permit allows these activities to be held outdoors on a temporary basis.

The City recognizes the community benefits that occur from outdoor events but the City also recognizes the concerns that accompany such events, therefore the City regulates this activity. Some of the regulations are listed below:

**Promotional Displays and Sales:** Allowed in commercial zones to promote a permitted and existing use currently located on the property.

**Outdoor events:** Carnivals, vaccination clinics, or other type of events may be allowed in commercial zones. In all other zoning districts, the event must have a qualifying event sponsor.

**Signs:** Temporary signs for the promotion of a sale and/or grand opening.

**Time permitted:** Most Temporary Use Permits are valid for no more than 10 days within a given year. Exceptions include grand openings and temporary sales/office trailers.

A Planning Staff member can assist you with further information and regulations regarding your specific use.

### **Application Submittal Requirements:**

- A) Completed application form
- B) Written description of the proposed activity
- C) Proof of valid business license (if required)
- D) Dimensioned sample or rendering of proposed signage
- E) Non-refundable application fee
- F) Site plan drawn to scale that includes the following information:
  - Proposed location of the activity
  - Location of all driveways, emergency access areas, fire hydrants, bus stop(s), loading zones, and landscaped areas
  - Location of on-site parking stalls with all handicap spaces identified
  - Location of all building(s) and structures on the property
- G) Location of an available restroom(s) to be available during the event
- H) Other information may be required for your type of event, please consult a staff member

Please feel free to discuss your application with a member of the Planning Department by calling (916) 727-4740 or visit the office located in the Fountain Square Complex located at 6237 Fountain Square Drive, Citrus Heights, CA 95621

[WWW.CITRUSHEIGHTS.NET](http://WWW.CITRUSHEIGHTS.NET)



# TEMPORARY USE PERMIT APPLICATION FORM

CITY OF CITRUS HEIGHTS ♦ PLANNING DEPARTMENT  
www.citrusheights.net

6237 FOUNTAIN SQUARE DR. ♦ CITRUS HEIGHTS, CA 95621 ♦ (916) 727-4740

Location Address \_\_\_\_\_

## APPLICANT (print or type)

Company Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

By signing below, I agree to indemnify hold harmless, and defend the City and its representatives against liability and/or loss arising from activities connected with and/or undertaken pursuant to the Permit. The City is not liable for any business loss, property loss, or other damage that may result from the use of the Permit, or suspension or revocation of the Permit. No vendor shall maintain any claim or action against the City, its officials, officers, employees, or agents on account of any suspension or revocation.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Designated Primary Contact Person if Different than Applicant. (print or type)

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Owner's Authorization: (If the applicant is not the property owner of record), I authorize the Applicant to file this application and to represent me on all matters concerning the application.

## PROPERTY OWNER (print or type)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Type of temporary use (circle one): Sign Grand Opening Special Event Carnival Other

Dates/times of event: \_\_\_\_\_

Event Sponsor (if other than applicant): \_\_\_\_\_

Description of event: \_\_\_\_\_

City Use Only:  
Approving Authority: \_\_\_\_\_ Current Zoning \_\_\_\_\_  
Date received: \_\_\_\_\_  
Fees paid: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_  
File Number(s) \_\_\_\_\_