



PALMDALE  
*a place to call home*

**APPLICATION FOR TEMPORARY USE PERMIT (TUP)**

Planning Division  
38250 Sierra Highway  
Palmdale, CA 93550  
(661) 267-5200  
planningdiv@cityofpalmdale.org

Please complete all sections of this form and submit the following information to the Planning Division. Information about how to get a permit and Permit Standards are on the last page of this application. All information must be received and the fees paid before the application can be processed. The application is to be filed with the Planning Division at least sixty (60) days in advance of the event.

**ALL MAPS MUST BE FOLDED BY APPLICANT TO A MAXIMUM 8½” x 11” SIZE  
PLANS MAY ALSO BE PROVIDED ON 11” X 17” PAPER**

TEMPORARY USE PERMIT CHECKLIST

- \_\_\_\_\_ The completed Application.
- \_\_\_\_\_ 1 copy of the Owner’s Letter of Authorization.
- \_\_\_\_\_ 1 copy of the current Health Department permit (if applicable).
- \_\_\_\_\_ 1 copy of Fire Department permit.
- \_\_\_\_\_ 2 copies of a site plan of the existing development, if applicable, with the location of the event clearly indicated.
- \_\_\_\_\_ 1 copy of a vicinity map at a scale clearly indicating the subject parcel and showing the existing major street patterns, adjoining projects or businesses, railroads or other significant landmarks within a minimum of one mile of the exterior boundaries of the site on 8½” by 11” paper. **Required only if event is not on an existing developed lot.**
- \_\_\_\_\_ 2 copies of the event Site Plan drawn to scale **(see following checklist).**
- \_\_\_\_\_ **Fee of \$75 per day plus 5% GIS fee, plus \$10 computer tracking fee (General TUP)**
- \_\_\_\_\_ **Fee of \$500 per day plus 5% GIS fee, plus \$10 computer tracking fee - Total Fee: \$535 (Christmas tree lots, pumpkin lots, circuses, carnivals, rodeos, haunted houses, concerts, festivals and other similar events)**

EVENT SITE PLAN CHECKLIST

- \_\_\_\_\_ Applicant's name, address, and telephone number.
- \_\_\_\_\_ Address of the event (if applicable) or Assessor's parcel number.
- \_\_\_\_\_ Name of the development (if applicable).
- \_\_\_\_\_ Type of event/project.
- \_\_\_\_\_ Days/dates the event will be on site.
- \_\_\_\_\_ Scale.
- \_\_\_\_\_ North arrow.
- \_\_\_\_\_ Adjacent streets.
- \_\_\_\_\_ Site dimensions.
- \_\_\_\_\_ Proposed fencing (if required, identify type and height).
- \_\_\_\_\_ Ingress (show width).
- \_\_\_\_\_ Egress (show width).
- \_\_\_\_\_ Parking: Dust control method: \_\_\_\_\_  
                  No. of spaces for this project: \_\_\_\_\_  
                  Spaces available in the existing development: \_\_\_\_\_
- \_\_\_\_\_ Any proposed structures or existing structures to be used for the temporary event (show dimensions and use). **NOTE: A building permit will be required for tents and other temporary structures. An electrical permit is required for installation of electricity.**
- \_\_\_\_\_ Sanitary facilities - Type: \_\_\_\_\_
- \_\_\_\_\_ Fire Department approval stamp.

**APPLICATION FOR TEMPORARY USE PERMIT (TUP)**

Permit No.: \_\_\_\_\_

Activity Location (Address if Available): \_\_\_\_\_

Approximately \_\_\_\_\_ Feet N or S of \_\_\_\_\_  
(Circle) (Street Name)

Approximately \_\_\_\_\_ Feet E or W of \_\_\_\_\_  
(Circle) (Street Name)

Inclusive dates of activity from: \_\_\_\_\_ to \_\_\_\_\_

**(Include set-up and strike days)**

Proposed hours of operation from: \_\_\_\_\_ to \_\_\_\_\_

Describe proposed activity; please specify all planned activities and structures to be used.

\_\_\_\_\_

- Will a tent or other structure be erected on site? Yes  / No
- Will electricity be needed on site? Yes  / No
- Will a fence be constructed? Yes  / No
- Will food or drink be available on site? Yes  / No
- Will alcoholic beverages be available on site? Yes  / No
- Will a band or amplified sound be on site? Yes  / No
- Will portable toilet facilities be on site? Yes  / No
- Is this site located at an existing shopping center or other developed parking lot? Yes  / No
- Is this site paved? Yes  / No
- Is the paving striped for parking? Yes  / No
- Does this site have a curb and gutter? Yes  / No
- Does this site have an access driveway? Yes  / No

**APPLICANT:**

Name and Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**ORGANIZATION/REPRESENTATION:**

Name and Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**PROPERTY OWNER:**

Name and Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**OWNER AUTHORIZATION LETTER  
(TEMPORARY USE PERMITS ONLY)**

CASE NUMBER(S): \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. Note: All owners must sign as their names appear on the deed to the land.

This letter shall serve to notify and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent my/our interest in the above referenced applications(s). I/we have read this Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

OWNER(S) OF RECORD (Include extra sheets if necessary):

_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

APPLICANT / APPLICANT'S REPRESENTATIVE:

_____ Printed Name	_____ Signature	_____ Date
_____ Address		_____ Telephone
_____ Printed Name	_____ Signature	_____ Date
_____ Address		_____ Telephone

## **TEMPORARY USE PERMIT STANDARDS AND APPROVAL PROCESS**

The following standards shall be adhered to for all Temporary Uses, including Christmas Tree and Pumpkin sales, Carnivals, Circuses, Rodeos, Grand Openings, and other Special Events, pursuant to Ordinance No. 892 of the City of Palmdale.

1. All temporary use permits shall be processed in the following order:

\_\_\_\_\_ **PLANNING DIVISION:** Obtain the temporary use and business license application forms and instructions regarding the requirements. Allow a minimum of two months for processing this application. Submittal shall include a completed Temporary Use Permit application form, 1 copy of required exhibits and permits, and payment of applicable fees as listed in the application check list. For information call (661) 267-5200.

\_\_\_\_\_ **HEALTH DEPT.:** All uses involving sale of food or drink will require a Health Dept. permit. Planning will require 1 copy of a valid health permit prior to issuing preliminary approval. For information call (661) 723-4533. No City inspection necessary.

\_\_\_\_\_ **FIRE DEPT.:** For any uses requiring Fire Dept. approval, applicant is required to contact the Fire Dept. and obtain an approval stamp on the proposed site plan prior to submittal of the TUP application. Planning will require 1 copy of the stamped site plan prior to issuing preliminary approval. For information call (661) 949-6319. Fire Dept. inspection may be necessary.

\_\_\_\_\_ **DIVISION OF OCCUPATIONAL SAFETY AND HEALTH:** For any uses involving mechanical rides, applicant is required to contact the Northern California amusement ride office and obtain an approval and inspection prior to the event. For information call (916) 263-3511.

\_\_\_\_\_ **BUSINESS LICENSE DIVISION:** All temporary uses will require a Business License and some uses will require a Business Permit. These documents must be displayed on site at all times during the event.

\_\_\_\_\_ **BUILDING & SAFETY DIVISION:** All uses involving electricity will require an electrical permit obtainable from the Building and Safety Div. Tents and amusement rides require building permits. **All permits require a field inspection.** For information call (661) 267-5353.

## **TEMPORARY USE PERMIT STANDARDS AND APPROVAL PROCESS**

\_\_\_\_\_ **PLANNING DIVISION/CODE ENFORCEMENT:** All temporary uses require a **field inspection** by Planning/Code Enforcement before being initiated. The planner/code enforcement officer will verify site clearance from all departments and confirms conformance of the use to the approved site plan. For information call (661) 267-5200.

**NOTE: FOR ANY DEPARTMENT/DIVISION REQUIRING A FIELD INSPECTION, YOU MUST CALL FOR AND REQUEST AN INSPECTION NO LATER THAN 24 HOURS PRIOR TO INITIATING OPERATION OF THE TEMPORARY USE. PLEASE REMEMBER THAT CITY OFFICES ARE CLOSED EVERY FRIDAY.**

2. Sales shall conform to the following schedules:
  - a. Christmas Tree Sales: Occupancy no sooner than 10 days prior to December 1. Sales allowed between December 1 and December 25, inclusive.
  - b. Pumpkin Sales: Occupancy and sales between October 15 and October 31, inclusive.
  - c. Grand Openings and Other Special Events: Sales shall be limited to a maximum of four (4) consecutive days, twice annually.
3. The site plan shall show all items on the Event Site Plan Check List and be located in a zone permitting the requested activity.
4. All signs shall conform to the Sign Ordinance. A separate permit is required for all signage and may be obtained at the Planning Dept.
5. Sanitary sewer facilities, either portable or permanent, shall be provided.
6. Parking shall be required pursuant to the Parking Ordinance.
7. The parking area used for the temporary event shall be located pursuant to the approved site plan, and clearly delineated for customers.
8. All unimproved parking areas and main walk areas shall be kept damp or shall be covered with a material to prevent the raising of dust.
9. Applicant shall provide safe and adequate roadway access including adequate vehicular sight distance at the driveway entrance/exit.

**TEMPORARY USE PERMIT STANDARDS  
AND APPROVAL PROCESS (CONTINUED)**

10. In no event shall any portion of the proposed use encroach onto any public rights-of-way, or be located in a way which might cause a hazard.
11. The temporary use shall not adversely affect the surrounding neighborhood by means of odor, noise, dust or other nuisances.
12. Written authorization from the property owner or their agent is required.
13. The lots used for temporary activities shall be completely cleared of all temporary structures and debris which resulted from such operation within five (5) days after the termination of the activity.
14. A \$500 bond or cash deposit, or other amount deemed necessary by the City, may be required for temporary uses to assure clean up. The deposit shall be returned upon written request of the applicant following verification of site clean-up, and removal of temporary structures. Any expense incurred by the City for clean up of the subject property shall be deducted from the deposit and the remainder returned to the applicant.
15. If this use will involve animals (circus, carnivals, animal exhibits, etc.), please contact the Department of Animal Care and Control in Lancaster (661/940-4191) at least two weeks before the event so that they can arrange for an inspection upon the animals' arrival. Fair, rodeo, horse, or school events are exempt from the recently enacted state law (AB 1635).
16. If the use involves mechanical rides, all mechanical rides shall have the state approved sticker indicating that each amusement ride has been inspected and approved by the State of California.



**TEMPORARY USE PERMIT APPLICATION AND REVIEW FORM**

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**DEPARTMENT OF ANIMAL CARE AND CONTROL**

Field Inspection Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

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NAME (PRINT)	SIGNATURE	DATE
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**PLANNING DIVISION: PROJECT PLANNER**

A site inspection completed on \_\_\_\_\_ at \_\_\_\_\_ confirmed that the site is in compliance with the Conditions of the Temporary Use Permit referenced above and City codes. All necessary permits and licenses have been posted or otherwise verified.  
Comments: \_\_\_\_\_

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NAME OF INSPECTOR (PRINT)	SIGNATURE	DATE
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**CODE ENFORCEMENT DIVISION:**

A site inspection completed on \_\_\_\_\_ at \_\_\_\_\_ confirmed that the site is in compliance with the Conditions of the Temporary Use Permit referenced above and City codes. All necessary permits and licenses have been posted or otherwise verified.  
Comments: \_\_\_\_\_

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NAME OF INSPECTOR (PRINT)	SIGNATURE	DATE
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