



PALMDALE

a place to call home

APPLICATION FOR FIREWORKS BOOTH TEMPORARY USE PERMIT (TUP)

Planning Department, (661) 267-5200
38250 Sierra Highway, Palmdale, CA 93550

Please complete all sections of this form and submit the following information to the Planning Department.

Incomplete applications will not be accepted.

TEMPORARY USE PERMIT CHECKLIST

- _____ The completed Application and submittal requirements
- _____ Provide PDF files of all required documents in a CD or by email to Planning_Department@cityofpalmdale.org.
- _____ **Fee of \$299.** A \$500 deposit is required for all events on undeveloped land.
- _____ 2 copies of the Owner's Letter of Authorization.
- _____ 2 copies of the Certificate of Liability Insurance.
- _____ The **original** State Fire Marshal Retail Fireworks License sticker, plus 1 copy.
- _____ 2 copies 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 on a vacant lot.**
- _____ The **original** stamped copy by the Fire Department of the event Site Plan (**see following checklist**), plus 1 copy.
- _____ A total of 7 booth locations are available on City property free of charge through a lottery, see locations and applicable requirements below:
 - a) Available locations;

1.	Marie Kerr Park overflow lot	2 Booths
2.	Domenic Massari Park	1 Booth
3.	Hammack Activity Center	2 Booths
4.	Overflow lot on Avenue Q-11	1 Booth
5.	Northwest corner of 5 th Street East and Avenue R	1 Booth

- b) A \$2,000 refundable deposit will be required on all City properties, improved or unimproved.
- c) A \$2,000,000 insurance policy naming the City as additionally insured.
- d) The sales of fireworks at Domenic Massari Park and Marie Kerr Park shall end at 7:00 p.m. on July 4, unless approved otherwise by the Planning Manager.
- e) All booths on City property are to be removed no later than 5:00 p.m. on Saturday, July 7.
- f) A minimum of 6, 11 x 17 signs shall be posted stating "No Fireworks Use on City Property". Signs shall be posted as follows: two on the sales side of the booth, 2 on the ends of the booth, and 2 in the general vicinity of the booth on ground mounted A-frame signs. The City will provide the 6 paper signs to the group. The organization shall be responsible for supplying the A-frame signs and posting the signs on the booth and A-frame signs.
- g) The sales of fireworks from a City property acquired through the lottery selection is for the June 28, 2012, to July 5, 2012, sales period only. In no manner is the City authorizing the use of any City property to any non-profit organization for any future firework sales events.

SITE PLAN CHECKLIST

- _____ Applicant's name, address, and telephone number.
- _____ Address or Assessor's Parcel Number. **NOTE: An exact address or APN is REQUIRED**
- _____ Adjacent buildings and structures.
- _____ Scale.
- _____ North arrow.
- _____ Adjacent streets.
- _____ Site dimensions.
- _____ Ingress (show width) and Egress (show width).
- _____ Parking: Dust control method _____
No. of spaces for this project: _____
- _____ Any proposed structures to be used for the temporary event (show dimensions and use). **NOTE: A building permit may be required for tents and other temporary structures. An electrical permit is required for installation of electricity other than generators.**
- _____ Sanitary facilities - Type:
- _____ Fire Department approval stamp.

APPLICATION FOR FIREWORKS BOOTH TUP

ACTIVITY LOCATION:

If located on developed land:

Exact Address: _____

-OR-

If located on vacant land:

Assessor's Parcel Number (must be provided): _____ - _____ - _____

Approximately _____ Feet N or S of _____
(Circle) (Street Name)

Approximately _____ Feet E or W of _____
(Circle) (Street Name)

DATES/HOURS OF OPERATION:

Set-Up Date: _____ Strike Down Date: _____

Proposed hours of operation from: _____ to _____
Sales may start at noon on June 28 and must cease at noon on July 5

- Was a fireworks booth held at this location last year? Yes / No
- Will a tent or other structure be erected on site? Yes / No
- Will a generator be used on site? Yes / No
- Will a fence be constructed? Yes / No
- Will food or drink 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 within a developed shopping center? 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

NON-PROFIT ORGANIZATION:

Name (do not abbreviate) _____
Contact Person _____
Address _____
Telephone No. () _____ Fax No. () _____
Email address _____

FIREWORKS DISTRIBUTOR:

Name _____
Contact Person _____
Address _____
Telephone No. () _____ Fax No. () _____
Email address _____

PROPERTY OWNER:

Name _____
Address _____
Telephone No. () _____ Fax No. () _____

**OWNER AUTHORIZATION LETTER
FIREWORKS BOOTH TEMPORARY USE PERMIT**

TUP NUMBER: _____

ADDRESS OR APN: _____

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		
_____	_____	_____
Title (Owner's Agent only)	Signature	Date

Address	Telephone	

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 & Title		
_____	_____	_____
Signature	Date	

Address	Telephone	

Printed Name & Title		
_____	_____	_____
Signature	Date	

Address	Telephone	

FIREWORKS TEMPORARY USE PERMIT STANDARDS

Please read the following information carefully. The following standards shall be adhered to for all Fireworks Sales pursuant to Ordinance No. 892 of the City of Palmdale.

1. Dates of Operation: Occupancy and sales shall be limited to the period of time between noon on June 28 and noon on July 5. No structures or fireworks shall be left on site after July 6.
2. The site plan shall show all items on the Event Site Plan Check List.
3. Sanitary sewer facilities, either portable or permanent, shall be provided.
4. Parking shall be required pursuant to the Parking Ordinance.
5. The parking area used for fireworks sales shall be located pursuant to the approved site plan, and clearly delineated for customers.
6. 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.
7. Applicant shall provide safe and adequate roadway access including adequate vehicular sight distance at the driveway entrance/exit.
8. 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.
9. The temporary use shall not adversely affect the surrounding neighborhood by means of odor, noise, dust or other nuisances.
10. Written authorization from the property owner or their agent is required.
11. 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.
12. A \$500 bond or cash deposit for non-City owned property, or other amount deemed necessary by the City, will be required for undeveloped sites 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.
13. Booths shall not be located closer than 300 feet to another fireworks booth and shall not be located closer than 200 feet to a residence.

FIREWORKS TEMPORARY USE PERMIT APPROVAL PROCESS

_____ **FIRE DEPT.:** 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 the original stamped site plan plus two copies. All booths must be inspected by the Fire Department prior to opening. For information call (661) 537-2901

_____ **HEALTH DEPT.:** All uses involving sale of food or drink will require a Health Dept. permit. Planning will require 3 copies of a valid health permit prior to issuing preliminary approval. For information call (661) 723-4533.

_____ **PLANNING DEPT.:** Obtain the Temporary Use Permit and business license application forms and instructions regarding the requirements. Allow a minimum of three months for processing this application. Submittal shall include a completed Temporary Use Permit application form, all items listed on page 1, and payment of applicable fees/deposits. Incomplete applications will not be accepted. For information call (661) 267-5200.

_____ **BUSINESS LICENSE DIVISION:** All temporary uses will require a Business License. Documents must be displayed on site at all times during the event. The Business License Division must sign off the Temporary Use Permit Checklist before final approval. For information call (661) 267-5434.

_____ **BUILDING & SAFETY DEPT.:** Unless power is provided via a generator, Building and Safety will require a permit. If a permit is issued, a field inspection by Building & Safety will be required. Please contact the Building & Safety department early in the application process to ensure permit requirements can - be met. For information call (661) 267-5353.

_____ **CODE ENFORCEMENT DIVISION:** The Code Enforcement Officer verifies site clearance from all departments and confirms conformance of the use to the approved site plan. An inspection will be made after fireworks have been delivered to the booth and the Fire Department has completed their inspection. **A field inspection is required by the Code Enforcement Division BEFORE you can begin selling any products.** For information call (661) 267-5234.

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.

TEMPORARY USE PERMIT APPLICATION AND REVIEW FORM

Permit No.: _____
Organization: _____
Distributor: _____

L.A. COUNTY FIRE DEPARTMENT:

A site inspection completed on _____ at _____ confirmed that the site is in compliance with the L.A. County Fire Department.

Comments: _____

NAME OF INSPECTOR (PRINT) SIGNATURE DATE

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: _____

NAME OF INSPECTOR (PRINT) SIGNATURE DATE