



***UTILITY SERVICE  
VEHICLE/EQUIPMENT STORAGE  
TEMPORARY USE PERMIT  
APPLICATION CHECKLIST***

- \_\_\_\_\_ Completed temporary use permit application with fee (\$174.97)
- \_\_\_\_\_ Detailed written project description to include:
- Estimated numbers of vehicles and equipment to be stored.
  - Ancillary uses including repair, material storage and employee parking.
  - Proposed hours of operation.
  - If deliveries are being made, what types of materials/equipment are being delivered, how often, what time of day.
- \_\_\_\_\_ Applicant's signature/owner's signature or letter of authorization
- \_\_\_\_\_ Air quality and dust control plan
- \_\_\_\_\_ Erosion and sediment control plan. Land disturbances over one-acre require a Storm Water Pollution Prevention Plan (SWPPP) through the State Water Board
- \_\_\_\_\_ Reclamation plan identifying how the site will be restored to a condition suitable for the designated zoning and original use of the property.
- \_\_\_\_\_ Copy of contract with utility company detailing length of contract
- \_\_\_\_\_ Detailed plot plan drawn to common engineer's scale (4 copies)
- Plot plans shall contain the following information: (if applicable)
- \_\_\_\_\_ Name, address of owner(s) and property's Assessor Parcel number
- \_\_\_\_\_ Site location diagram; show north arrow
- \_\_\_\_\_ Existing structures and improvements, as well as proposed temporary structures and/or land uses
- \_\_\_\_\_ Provision for off-street parking
- \_\_\_\_\_ Setback lines and easements
- \_\_\_\_\_ Location of existing septic system and how it will be protected from damage

## TOWN OF PARADISE

### APPLICATION FOR TEMPORARY USE PERMIT

#### Inside the Camp Fire Area

### APPLICANT'S GUIDE TO PROCEDURES

#### PURPOSE:

The purpose of a temporary use permit is to allow for temporary land uses which are not specifically prohibited in a zoning district. Since the town zoning ordinance cannot be drafted to equitably deal with every circumstance, the temporary use permit process is designed to provide the town sufficient flexibility to determine whether a specific land use on a certain site location will be compatible with its environment, the Paradise General Plan, and the zoning and land uses on surrounding parcels. In reviewing a temporary use permit, the staff and Planning Director will evaluate such things as the type, size, and location of the proposed temporary use, provisions for parking, compatibility of use with nearby properties and other related development impacts. Conditions may be imposed as necessary to assure that the proposed temporary housing land use will be compatible with and not adversely affect the environment and nearby property.

#### ESTIMATED PROCESSING TIME:

The total time for processing a temporary use permit application is usually **TWO WEEKS**, which includes staff review and a decision action by the Planning Director.

#### APPLICATION REQUIREMENTS AND PROCEDURE:

1. Submit to the Development Services Department (Planning Division) a completed **Town of Paradise Temporary Use Permit** application form, **a detailed plot plan DRAWN TO SCALE** along with **payment of fee** in effect at time of application submittal. If applicant is other than owner, a proof of agency must be supplied in writing in order to legally process the application.
2. Pay fees in cash, credit card, or by check payable to the "Town of Paradise."
3. The application should be filed at least fourteen (14) days before the requested commencement date of the temporary use. The Planning Director will approve or deny the permit within five (5) days after the **DATE THE APPLICATION IS DEEMED COMPLETE**.
4. Submit **FOUR (4)** copies of a detailed plot plan (no smaller than 8-1/2" x 11" and no larger than 18" x 26", folded to 8-1/2" x 11"). [See Example of Development Application Plot Plan for detail.] The plot plan is to be **DRAWN TO SCALE**, dated and signed. The plot plan shall contain the following information:
  - a. Name, address of owner(s), and property's Assessor Parcel number.
  - b. Existing structures and improvements, as well as proposed temporary structures and/or

- c. land use.  
Provision for off-street parking.
  - d. Site location diagram; show north arrow.
  - e. Setback lines
  - f. Location of septic system
5. Staff reviews the application for completeness. The application shall be considered incomplete until all the above required information is submitted to the Development Services Department (Planning Division).

**DEPARTMENT USE ONLY:**  
Receipt No. \_\_\_\_\_ Fee \_\_\_\_\_  
Project No. \_\_\_\_\_

**TOWN OF PARADISE APPLICATION FOR TEMPORARY USE PERMIT**

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Applicant's Interest in Property (Owner, Lessee\*, Other\*) \_\_\_\_\_  
Applicant's Email \_\_\_\_\_  
Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Owner's Mailing Address \_\_\_\_\_  
Property Address \_\_\_\_\_  
AP Number(s) \_\_\_\_\_ Existing Use \_\_\_\_\_  
Zone \_\_\_\_\_ General Plan Designation \_\_\_\_\_ Lot Size \_\_\_\_\_

Explain briefly and completely the activities of the proposed temporary use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Days/Hours of Operation \_\_\_\_\_  
Proposed method of sewage disposal \_\_\_\_\_ Proposed source of water \_\_\_\_\_  
Number of/type of fuel tanks proposed on-site \_\_\_\_\_  
Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[If additional information and remarks, attach supplemental sheet(s).]

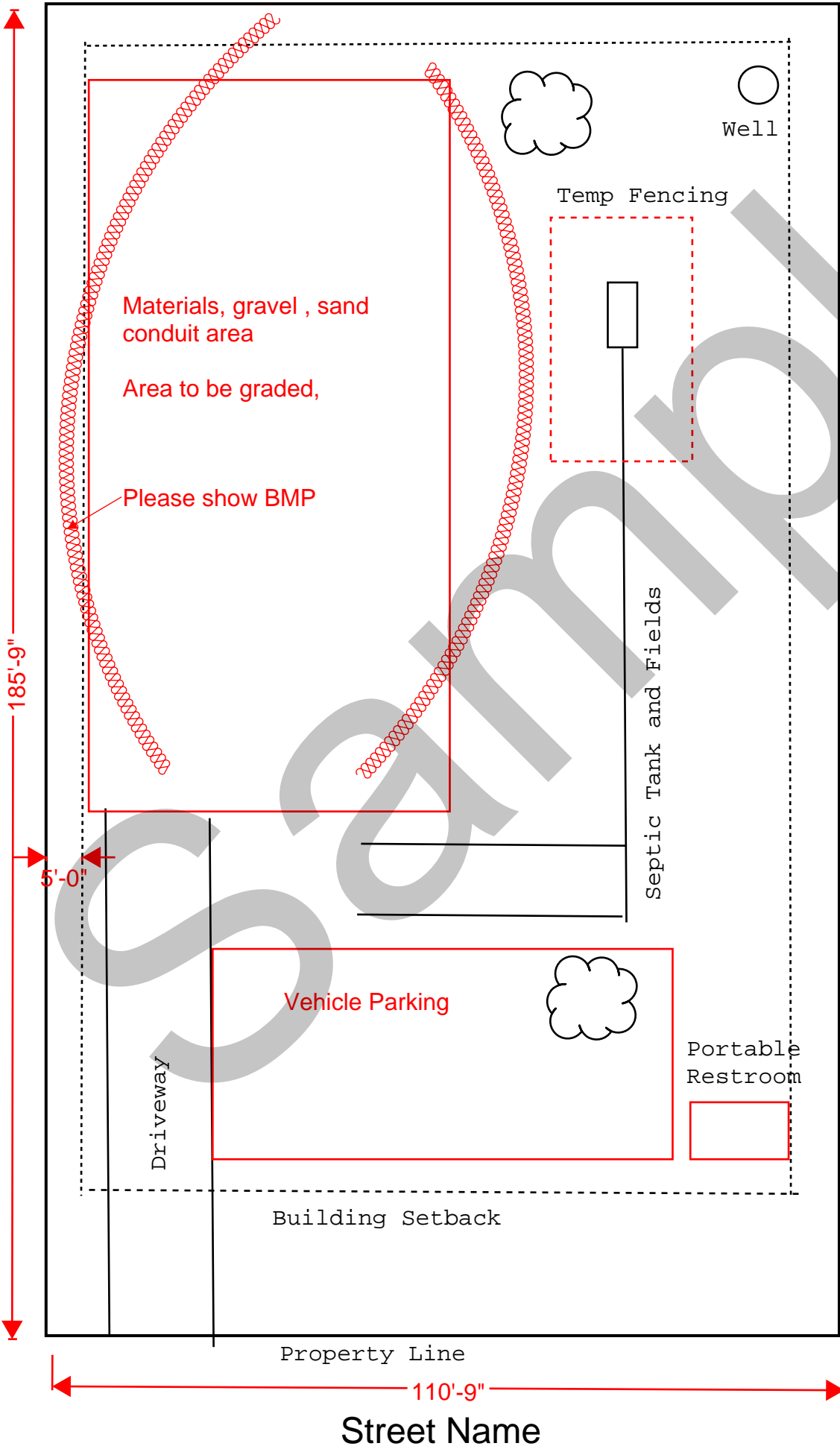
**\*NOTE:** If applicant is NOT the property owner, the owner's signature or attached letter of authorization signed by the landowner MUST accompany this application.

I hereby declare under penalty of perjury that the foregoing statements and the attached plot plan are true, accurate, complete, and correct to the best of my knowledge and belief.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE ALLOW AT LEAST FOURTEEN (14) DAYS FOR PROCESSING**






Property Owner  
Site Address  
Parcel Number

Utility/Contractor  
contact information

Items noted in Red are  
proposed, Items in Black  
are existing on the site

All Items are Required  
on the site plan

**KEY**

-  Existing Tree
-  Setback Line
-  Property Line



Scale 1" = 20'