

## ***TEMPORARY USE PERMIT APPLICATION CHECKLIST***

- \_\_\_\_\_ Completed temporary use permit application
- \_\_\_\_\_ Temporary use permit application fees **\$174.97**
- \_\_\_\_\_ Detailed written project description
- \_\_\_\_\_ Applicant's signature/owner's signature or letter of authorization
- \_\_\_\_\_ Detailed plot plan drawn to common engineers scale (4 copies)

Plot plans shall contain the following information: (if applicable)

- \_\_\_\_\_ Name, address of owner(s) and Assessor's Parcel number of property.
- \_\_\_\_\_ Site location diagram; show north arrow
- \_\_\_\_\_ Existing structures and improvements, as well as proposed temporary structures and/or land use
- \_\_\_\_\_ Provision for off-street parking.
- \_\_\_\_\_ Location of on-site signs
- \_\_\_\_\_ Drawing of sign(s) showing size, color and lettering
- \_\_\_\_\_ Setback lines
- \_\_\_\_\_ Fire hydrants on property site and/or within 300 feet of the property
- \_\_\_\_\_ Drawing of sign(s) showing size, color and lettering

## **TOWN OF PARADISE**

### **APPLICATION FOR TEMPORARY USE PERMIT**

#### **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, the days and times of operation, provisions for parking, compatibility of use with nearby properties and other related development impacts. Conditions may be imposed as necessary to insure that the proposed 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 Community Development 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 or by check payable to the "Town of Paradise."
3. The application must be made at least seven (7) days before the requested commencement date of the temporary use. The Planning Director will approve or deny the permit within seven (7) 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 Assessor's Parcel number of property.
  - b. Existing structures and improvements, as well as proposed temporary structures and/or land use.
  - c. Provision for off-street parking.

- d. Site location diagram; show north arrow.
  - e. Location of on-site signs (show location of off-site signs on site location diagram).
  - f. Drawing of sign(s) showing size, color and lettering. (if applicable)
  - g. Location of all fire hydrants on property site and/or within 300 feet of the property.
  - h. Setback lines
5. Staff reviews the application for completeness. The application shall be considered incomplete until all of the above required information is submitted to the Community Development Department (Planning Division).

**USES ALLOWED WITH A TEMPORARY USE PERMIT:**

Types of temporary land uses allowed subject to the permit requirement include:

- mobile homes or apartments within a subdivision or residential development
- fairs, circuses, carnivals, rodeos, or similar amusement or recreational activities
- outdoor arts and crafts shows
- temporary buildings, contractor's office, storage yard, or equipment parking and servicing on the site of an active construction project
- mobile homes occupied on the site of an active residential construction project.

**TIME LIMITS:**

A permit for a temporary dwelling expires one year from the date of approval of the permit ( if a building permit is not required), or is in effect for the same amount of time the building permit for the permanent structure is legally in effect.

**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\*) \_\_\_\_\_

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 proposed use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building construction (state type: concrete, metal, wood): \_\_\_\_\_  
Maximum occupancy \_\_\_\_\_ Distance from centerline \_\_\_\_\_ Distance from hydrant \_\_\_\_\_  
Existing sq. ft. \_\_\_\_\_ Proposed sq. ft. \_\_\_\_\_ Days/Hours of Operation \_\_\_\_\_  
Building will be: (check) \_\_\_\_\_ 1-story \_\_\_\_\_ 2-story Proposed number of employees \_\_\_\_\_  
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 owner **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 2 WEEKS FOR PROCESSING.**