



RESOURCE MANAGEMENT AGENCY

5961 S. Mooney Blvd
Visalia, CA 93277
559-624-7000
559-615-3002

Aaron R. Bock
Reed Schenke
Sherman Dix

Economic Development and Planning
Public Works
Fiscal Services

REED SCHENKE, DIRECTOR

MICHAEL WASHAM, ASSOCIATE DIRECTOR

TEMPORARY USE PERMIT

General Information

Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ Fax: _____

E-mail: _____

Property Owner (if different): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ Fax: _____

E-mail: _____

Note: Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, provide a listing of all persons that make up the trust, partnership, corporation or LLC on a separate sheet of paper.

Location Information

Site Address: _____ City/Town: _____

Assessor's Parcel No(s): _____

Size of each Parcel: _____

Activity Description

Type of event:

☐ wedding / reception ☐ private party ☐ fundraiser ☐ carnival / festival ☐ other _____

Event date(s): _____ Hours of operation: _____ Number of attendees: _____

Will there be live entertainment? No _____ Yes _____ (if Yes, please describe) _____

Will you serve alcohol? No _____ Yes _____ (if Yes, who holds the ABC license?) _____

Statement of Operations (Attach to this application)

THIS SPACE FOR OFFICE USE ONLY

Project Number(s): _____ Application Received/Reviewed By: _____

Use Description: _____

Current Zoning: _____ Economic Development Project: _____

Land Use Designation: _____

Filing Fee(s): _____ Total Amount Paid: _____

Date Received: _____ Payment Type: _____

Receipt Number(s) _____ Existing Entitlements/References: _____

Routing: ☐ Planning ☐ Environmental Health ☐ Fire Department

☐ Sheriff's Department ☐ Other _____

PERMIT CENTER HOURS: Monday-Friday 9:00 A.M. to 4:30 P.M.

Ordinance No. 352, as amended, requires a filing fee to be paid at the time of filing an application for a Temporary Use Permit. This fee is to cover the cost to the County for advertising, investigations and processing the application through its various stages. The following fee(s) apply:

Temporary Use Permit	Fee Amount (SUBJECT TO CHANGE AT ANY TIME)
One event per year	\$278.00
Two to four events per year	\$578.00
Site in State Responsibility Area	\$150.00

NOTICE TO APPLICANT:

- The applicant is responsible for the payment of all fees associated with this application.
- Fees are non-refundable for applications that do not receive County approval.
- Additional fees and permits may be required to be obtained by the applicant from additional Permitting Agencies.

APPLICATION PROCESS

1. **Application Review:** A Planner will review the submitted application and determine whether the application is complete. Once the application has been deemed complete, the application will be distributed to additional agencies for review and comment. Typical reviewing agencies include, but are not limited to: Tulare County Environmental Health, Tulare County Sherriff's Department, and Tulare County Fire Department.

Note – The event organizer and vendors may be subject to additional permitting requirements from agencies including, but not limited to: Tulare County Environmental Health, Tulare County Sherriff's Department, and Tulare County Fire Department. It is the responsibility of the event organizer and vendors to ensure that all permitting requirements are complied with.

2. **Event / Site Requirements:** Upon receiving comments from reviewing agencies, a Planner will contact the applicant and provide a list of conditions of approval that will be required to be complied with in order for the Temporary Use Permit to be approved.

Note – Approval of the Temporary Use Permit may require compliance with conditions of approval necessary to protect public health, safety and welfare. A condition of approval will not be waived if the applicant determines that such condition will make an event impracticable. The requirements imposed by the conditions of approval may vary depending on the site location and type of event planned.

3. **Application Approval:** Upon compliance with all conditions of approval required to be met prior to approval of the Temporary Use Permit, the applicant shall obtain approval of the Temporary Use Permit application from the Tulare County Environmental Health, Tulare County Sherriff's Department, and Tulare County Fire Department. Approval from each of these departments shall be completed on Page 4 of this application. Once the applicant has received approval by these agencies, the applicant shall submit the application to the Resource Management Agency for final approval.

4. **Event Operations:** The applicant shall post the approved Temporary Use Permit, site plan, and conditions of approval during the event in a conspicuous location, and make available for review to any person upon request. All conditions of approval must be complied with during the event.

Submittal Checklist for Temporary Use Permit

Tulare County Zoning Ordinance Section 16.IV: Temporary Use Permits

The purpose of this section is to provide for limited review and approval of short-term activities and events that would normally be prohibited in the zoning district for which the application is being made. The temporary use shall last no longer than 72 hours and may be issued for the same parcel no more than four times per calendar year. Typical temporary uses include: weddings/receptions, carnivals, festivals, itinerant shows, religious revival meetings, car shows and rodeos. Temporary use permits are subject to approval by the Planning Director and may require the issuance of licenses, permits and/or clearances from other regulatory agencies.

Minimum Application Filing Requirements

The minimum requirements for filing a Temporary Use Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing. In the course of accepting and processing the application, the Permit Center Official or Planner may ask the applicant to clarify, correct or otherwise supplement the required information. The application may be filed with the Resource Management Agency Permit Center, at 5961 S. Mooney Blvd., Visalia CA 93277. Phone: (559) 624-7000.

Applicant:

RMA:

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Temporary Use Permit Application and submission of filing fees. |
| <input type="checkbox"/> | <input type="checkbox"/> | Signed Owner's Affidavit (signed by the Property Owner) |
| <input type="checkbox"/> | <input type="checkbox"/> | Indemnification and Cost Recovery Agreement (signed by the Applicant) |
| <input type="checkbox"/> | <input type="checkbox"/> | Five copies of the Site Plan (see below for requirements) shall be submitted so that a complete evaluation of the application can be made by the Planning Branch and other agencies, as required. |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of Operations will describe in detail the proposal: type of activity; hours of operation; days that the temporary use will be on the site; number of people staffing the use; anticipated number of people using the facility during the event; proposed method of sanitation and trash disposal; water supply and energy; describe all music and amplified sound; and any other information about the proposal that pertains to the impact of the use on the community or on adjacent properties. |

Minimum Criteria and Findings for Approval

Approval, Conditional Approval, or Disapproval is at the discretion of the Planning Director. Listed below are the minimum criteria necessary for consideration of approval of a Temporary Use Permit.

Applicant:

RMA:

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The use is exempt from the requirements of the California Environmental Quality Act (CEQA). |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed location is adequate in land area to accommodate the proposed activity, off-street parking and safe ingress and egress to the project location. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed project has received clearance from consulted agencies (Planning, Fire, Health, Sheriff, et al.) and their recommendations have been implemented. |

Minimum Site Plan Requirements

Five (5) copies of the site plan of sufficient size, legible, drawn to scale, with dimensions and net areas.

Applicant:

RMA:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Size and location of the property |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of adjacent street(s), vehicular access points and circulation pattern |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and size of all structures on the site including temporary tents and canopies |
| <input type="checkbox"/> | <input type="checkbox"/> | Distances between buildings/structures, distances of event area and setbacks from right of way |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and number of parking spaces |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of any temporary fences, signs, or structures to be installed as part of the temporary use |

ACCEPTANCE, MODIFICATIONS AND/OR DENIAL OF THE APPLICATION

I acknowledge that the County may decline to accept this temporary use permit application for processing if it is deemed incomplete. I understand that submittal of the application and appropriate fee does not guarantee that the application will be approved. I understand that the approving authority may impose such conditions as determined necessary for the proposed project to be consistent with all applicable laws, ordinance, standards or regulations, or to mitigate impacts created by the proposed project, or as otherwise necessary to protect the public health, safety and welfare.

Applicant (print name)

Signature

Date

THIS SPACE FOR OFFICE USE ONLY

Does the application and site plan meet the applicable processing requirements?

Planning:

☐ Yes ☐ No (if no, please give a brief explanation)

Environmental Health:

☐ Yes ☐ No (if no, please give a brief explanation)

Fire Department:

☐ Yes ☐ No (if no, please give a brief explanation)

Sheriff's Department:

☐ Yes ☐ No (if no, please give a brief explanation)

SS.

COUNTY OF TULARE)

I (We) own property involved in this application and I (we) have completed this application and other documents and maps required hereby to the best of my (our) ability and the statements and information above referred to are, in all respects, true and correct to the best of my (our) knowledge and belief.

Executed on _____, 20____, at _____

Name: _____ Signature: _____

Address: _____ State: _____ Zip: _____

Name: _____ Signature: _____

Address: _____ State: _____ Zip: _____

Name: _____

Relationship: _____

Address:

State: _____ Zip: _____

Telephone: _____

FAX No.: _____

The County of Tulare
“INDEMNIFICATION AND COST RECOVERY AGREEMENT”
(must accompany this application)

The County of Tulare
“INDEMNIFICATION AND COST RECOVERY AGREEMENT”
(must accompany this application)

**Please download or print out the form from the
County Web Site
(located with the list of land use applications).**

**The Indemnification and Cost Recovery Agreement
must be filled in and signed by the applicant and must be
submitted as part of any land use application requiring
discretionary review by the County.**

This Agreement must be signed by the Applicant