



AN APPLICANT'S GUIDE Temporary Use Permit

City of Pomona Planning Division

The purpose of a Temporary Use Permit is to control and regulate land use activities of a temporary nature which may adversely affect the public health, safety, and welfare. The intent is to ensure that temporary uses will be compatible with surrounding land uses, to protect the right of adjacent residents and landowners, and to minimize any adverse effects on surrounding properties and the environment.

To determine if a Temporary Use Permit is required for a specific use, reference must be made to the zoning ordinance. Some examples of uses requiring a Temporary Use Permit are circuses, carnivals, fairs, Christmas tree lots, and temporary outdoor display and sale of merchandise.

APPLICATION DEADLINE

- ☐ Circuses, carnivals, fairs or similar amusement enterprises must submit application at least thirty (30) days prior to date the proposed use takes place in a residential zone.
- ☐ Other permissible events must submit application at least ten (10) days prior to date of the proposed event.

APPLICATION SUBMITTAL REQUIREMENTS

- ☐ One copy of completed and notarized application signed by property owner
- ☐ One copy of a radius map provided by applicant showing all properties within 400 feet of the subject property. (For circuses, carnivals, fair, etc. in residential zones only).
- ☐ List of property owners and occupants within 400 feet of proposed project typed on mailing labels. For circuses, carnivals, fair, etc. in residential zones only). A Certified Property Owners' List Affidavit must be provided by the company/firm preparing the labels.
- ☐ Site plan. Indicate all property lines, parking areas, building foot prints, access roads, location of any tents or canopy structures and indicate approximate size of each structure and area of proposed temporary use. The site plan must be to scale.
- ☐ Map
- ☐ Floor Plan
- ☐ Fees - refer to fee schedule except those non-profit organizations, per Section 23701 (d) of the Revenue and Taxation Code, are exempt from the filing fee
- ☐ Completed Temporary Use Project Description form (on back of this page)



Temporary Use Permit
PROJECT DESCRIPTION FORM

- 1 What is the purpose of the event? _____
- 2 What type of activities are proposed? _____
- 3 How many people are expected to attend the event? _____
- 4 What are the hours of operation? _____
- 5 Where will parking be provided? _____
- 6 Will the proposed event take up any existing parking spaces, if so how many? _____
- 7 When will the event be held? _____
- 8 What kinds of equipment are needed for the event? _____
- 9 Will there be cooking? Will it use gas? _____
- 10 What is the required set-up time? _____
- 11 What is the required advertising time? _____
- 12 Will on-site security be provided? _____
- 13 Is the event sponsored by a Non-profit organization? _____
- 14 If so, are they contracting with a private business for services during the event such as carnival ride operator, auctioneer, musicians, etc...? _____
- 15 If a private business is contracted, do they have a Pomona City Business license? _____