



Community Development Department • 300 Centennial Way • Tustin, CA 92780  
 Phone • 714.573.3140

## Temporary Use Permit Application

Permit Fee: \$95.00

Please complete the application and include a site plan (including dimensions for the site as well as all proposed tables, booths, tents, rides, cash registers, etc. and their location on the sidewalk or parking lot). The completed application should be submitted to the Community Development Department. Please allow a minimum of 10 business days for the processing of a Temporary Use Permit.

### Event Information

Address of Temporary Use \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_

Business Name \_\_\_\_\_

Purpose of Temporary Use\* \_\_\_\_\_

Date(s) of Temporary Use \_\_\_\_\_

Date of Last Temporary Use (if any) \_\_\_\_\_

Hours of Operation \_\_\_\_\_

Description of Temporary Use (Describe temporary use/event including number or participants, tables, tents, temporary lighting and fencing, and any other items that will be used in the display including signs or banners. If banners, signs, or other displays are included, a separate Temporary Sign Permit may also be required. Attach additional sheets if needed.) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Site Plan: Please attach a site plan of the event

### Property Owner Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### Applicant Information (if different)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### Contact Information (if different)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Office Use Only	
TUP #	_____
Event	_____
Produce Stand*	_____
Pumpkin Lot	_____
Tree Lot	_____
Other	_____
Date	_____
Evaluated by	_____
Fees Paid	_____
Receipt #	_____
Bond Required	_____
Bond on File	_____
Bond Amount	_____
OCHCA Approval	_____

\* If a stand selling edible items (except pumpkins) is proposed, Orange County Health Care Agency (OCHCA) approval is required prior to issuance of a Temporary Use Permit. Please contact OCHCA at 714.834.4722.

**Standard Conditions of Approval • The following are standard Temporary Use Permits conditions • A checkmark denotes conditions applicable to this permit • Additional conditions of approval are required when indicated below**

- All merchandise, supplies, equipment, apparatus, and/or displays associated with the temporary use shall be removed by midnight on the expiration date of the permit.
- All debris, litter, waste, spills, and/or other residue associated with the temporary use shall be removed by midnight on the expiration date of the permit. The subject premises shall be restored to the condition which existed prior to the set-up of the temporary use.
- All signs or banners shall comply with the City of Tustin Sign Code and shall not be placed within the public right-of-way, unless approved by the City.
- All tents shall be installed per manufacturer’s specifications. Tents in excess of 200 square feet shall be flame retardant or made flame retardant in an approved manner. Tents in excess of 400 square feet require approval by and an inspection from the Orange County Fire Authority. All tents shall be positioned to provide a fire lane of a minimum 20 feet in width between rows of parking.
- Any on-site food service shall be approved by the Orange County Environmental Health at 714-433-6000.
- No alcoholic beverages shall be served, unless permits are obtained through the City of Tustin and the State Department of Alcohol and Beverages Control.
- The applicant shall not alter the condition of or construct any improvements or structures within the public right-of-way without the approvals of the City’s Public Works Department.
- The applicant shall be responsible for any damage to public facilities within the public right-of-way. Any damage resulting from the permitted activity to curb, gutter, sidewalk, roadway, etc. in the public right-of-way shall be repaired to the satisfaction of the City Engineer.
- The activities shall not operate in such a manner that would impact any traffic lanes, cause back up (queuing) of vehicles into the public right-of-way, or create any unsafe conditions.
- Fire and Police access and passage shall be permitted at all times. All activities including parking and event equipment shall not block parking areas, access, or passage for disabled persons or emergency response vehicles.
- All businesses that will be operating within the City of Tustin as a result of this temporary use permit, including event setup and clearing, shall be required to obtain a valid City of Tustin Business License.
- The event may be required to cease operating at any time, at the discretion of the Tustin Police Department Watch Commander or Community Development Director or designee, in response to complaints received during the event from the surrounding community regarding disturbances of the peace, or for violations of the conditions of approval contained herein or the Tustin City Code.
- All activities related to the event shall comply with the Tustin Noise Ordinance. No amplified speaking, music, or signing is permitted unless otherwise noted in the Additional Conditions attached.
- Any violation of any of the conditions imposed is subject to the issuance of an Administrative Citation pursuant to Tustin City Code Section 1162(a).
- The applicant shall hold harmless and defend the City of Tustin from all claims and liabilities arising out of a challenge of the City's approval of this permit.

**Signatures and Acknowledgements**

I hereby certify that all the information contained in this permit, including all required plans and other submission materials is, to the best of my knowledge and belief, true and correctly represented. Should any or all of the information submitted be false or incorrect, I hereby agree to defend, indemnify, and hold the City of Tustin harmless from liability and; loss by reason of its reliance on any such information. I further acknowledge that the approval of this permit is discretionary, and the use applied for is not allowed by right. I understand that any approval may be revoked if any of the conditions of approval are not satisfied. Should the event continue beyond the expiration date, the applicant and property owner are subject to formal abatement proceedings and possible loss of any bonds posted with the City. By signing this form, the applicant and property owner acknowledge and agree to all the conditions imposed by this permit.

\_\_\_\_\_  
Property Owner’s Signature

\_\_\_\_\_  
Applicant’s Signature (if different)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print name

**Office Use Only**

Approved    Issued by \_\_\_\_\_ Approved by \_\_\_\_\_

Denied        Notes \_\_\_\_\_

Additional conditions of approval required (see attached)

Date Permit Expires \_\_\_\_\_ Date Next Temporary Use Possible \_\_\_\_\_