



# Temporary Use Permit Application

As provided in the Clayton Municipal Code Title 17, Chapter 17.70

Below: Office Use Only

6000 Heritage Trail, Clayton, CA 94517  
 Phone No. 925.673.7300 Fax No. 925.672.4917  
[www.ci.clayton.ca.us](http://www.ci.clayton.ca.us)

File No: \_\_\_\_\_ Fee: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Please clarify any questions with the Planning Staff prior to completing this form. Please print or type legibly. Attach additional sheets if necessary. Incomplete applications will not be accepted.

**1. Applicant/Property Owner Contact Information:** Phone Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Property Owner Email: \_\_\_\_\_

**2. Submittal Requirements:**

The number of copies of each of the items below, which constitutes a complete Application Submittal Packet, will be determined by the Community Development Director. If not specified, assume only one copy is needed. If applicable, all plans and analyses shall be at scale 1"=20' for site planning and 1/8"=1' or greater for elevations and floor plans. Please submit the following information in the order in which it is outlined below. Additional items may be required by the Community Development Director.

Community Development General Application

Temporary Use Permit Application

Processing Fee \$ \_\_\_\_\_ (Make check payable to the City of Clayton)

Letter of Explanation Mark One:  Attached  Included below in Part 3 of this application

Plans showing location of proposed use delineating, if applicable, parking, signage, fencing, etc- max size 11"x17"

Photographs/Graphics showing the relationship of the subject parcel(s) identified to the surrounding properties. Include aerials such as Google Earth maps, and perspective photographs, as applicable.

**3. Statement of Operation: Type and attach response to 3a-3d below**

Dates of Temporary Use: From: \_\_\_\_\_ To: \_\_\_\_\_

Hours of Temporary Use: From: \_\_\_\_\_ To: \_\_\_\_\_

In order to assure that the general health, safety and welfare of the community will be preserved with such temporary uses, conditions relating to each individual event may be imposed upon the applicant. If any of the conditions below apply to the requested Temporary Use Permit, explain how each condition will be successfully addressed.

a. Bonding for police and maintenance services

b. Temporary parking and signing controls

c. Temporary fencing or barricades as necessary

d. Noise, dust and odor control

**4. Staff Comments:** [office use only] If your comments are attached, please place a check mark in the box.

Chief of Police:

Maintenance Department:

Community Development Director:

**5. Action by City Manager:**  Approved  Denied

City Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. Important Implementing Information from the City of Clayton Municipal Code:

**17.70.010 Statement of purpose.** There are a number of land uses that are of such a temporary nature that their potential impact on adjoining properties and the community is either minimal or can be offset by administrative conditions of approval. Because of the short term nature of the uses, it is seldom necessary to process such applications as conventional use permits via the Planning Commission and it is often time consuming to do the same. The purpose of this chapter then is to permit certain temporary, or short term uses, subject to adequate bonding and other conditions of approval on an administrative basis. (Ord. 204 Sec. 1(part), 1980).

**17.70.020 Conditionally permitted uses.** The following list depicts the types of temporary uses that are intended to be considered through this administrative process. Each such application must be specific as to intended use:

- A. Arts and crafts shows;
- B. Parades;
- C. Carnivals and fairs;
- D. Christmas tree lots;
- E. Musical concerts;
- F. Block parties (street closures);
- G. Other similar temporary uses. (Ord. 204 Sec. 1 (part), 1980).

**17.70.030 Conditions of approval.** In order to assure that the general health, safety and welfare of the community will be preserved with such temporary uses, conditions relating to each individual event may be imposed upon the applicant, including but not limited to:

- A. Bonding for police and maintenance services;
- B. Temporary parking and signing controls;
- C. Temporary fencing or barricades as necessary;
- D. Noise, dust and odor control;
- E. Limits on hours and days of operation;
- F. Others as needed. (Ord. 204 Sec. 1 (part), 1980).

**17.70.040 Period of time.** The maximum time period for any of these temporary uses shall not exceed forty- five days or more than three individual events per year, or a use permit application before the Planning Commission shall be required. The permit shall be applied for at least forty-eight hours prior to the actual event. (Ord. 204 Sec. 1 (part), 1980).

**17.70.050 Approval process.** The applicant shall submit his application on the prescribed city form and will be accompanied by a fee in such amount as may be fixed from time to time by resolution of the City Council. The matter shall be reviewed by the City Manager upon review and recommendation from both the Chief of Police and the Planning Director, or Secretary to the Planning Commission. If the use is deemed to be safe and an appropriate temporary use of the land, it may be approved subject to conditions as described in Section 17.70.030. (Ord. 204 Sec. 1 (part), 1980).

**17.70.060 Appeal process.** Administrative denial of a temporary use permit may be appealed to the Planning Commission within five days of notice of denial, said appeal to be heard at the next regular Planning Commission meeting. Appeals of Planning Commission action shall be the same as the conventional use permit process as set forth in Section 17.68.030. (Ord. 204 Sec. 1 (part), 1980).

## 7. Certification:

### General Certification:

I (We):

- consent to the submission of this application.
- understand that an incomplete application may be denied.
- hereby declare under penalty of perjury under the laws of the State of California that the information in this application and its attachments is true, complete and correct.
- certify that I (We) have read and understand Title 17, Chapter 17.70 found in Part 6 of this application and in the City of Clayton's Municipal Code.

### Form Specific Certification:

I (We):

- understand that following receipt of a complete application, staff will review the application and that recommendations will be provided from the Chief of Police, the Maintenance Department, and the Community Development Department. The City Manager may approve the application, subject to conditions.
- understand that the decision of the City Manager may be appealed to the Planning Commission within five days of the note.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_