

MINOR TEMPORARY USE PERMIT APPLICATION (TUP)



City of Ojai

Community Development Department

Staff Use Only:

- Car Wash Fundraiser – single 1-day event/mo
- Small Youth Fundraiser
- Outdoor Sales with Minimal Parking Impact
- Similar minor temporary use permit – CDD determined

Name of Applicant: _____ Phone No.: _____ Email Address: _____

Address: _____ Name of person(s) responsible for conduct: _____

Organization Name: _____ Address: _____

Date of Event: _____ Location of Event: _____

Event Set up Time: _____ Event Finish Time: _____

Number of People (including spectators) expected to participate: _____

Number of Vehicles (vendors) Involved: _____

SUBMITTAL REQUIREMENTS (see reverse for additional details)

- Description of temporary use and purpose** **(3 copies)**
- Written narrative of event location** **(3 copies)**
- Detailed map of temporary use/event** **(3 copies)**
- Description of the number, purpose, and location of any event coordinators** **(3 copies)**
- Description of location, number and facilities/services** **(3 copies)**
- Proof of insurance (City named as co-insured if within public ROW)** **(1 copy)**

AFFIDAVIT:

I declare that I am the owner / representative (indicate one) of the property involved in this application and that the information submitted herein is true and correct. I hereby declare under penalty of perjury that the information contained in this application and all attached materials are correct, true, and complete. I further declare I understand that prior to determining the project hearing date; the City has 30 days to deem the application complete or incomplete. I acknowledge and agree that the City of Ojai is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits, including but not limited to any litigation costs. I will be notified of the meeting date(s) set for the above matter and that I am to appear, either personally or by my representative, at such meetings(s).

Signature of Property Owner Date

Applicant Signature Date

Case No.:	Date Received:
Fixed Fee: \$100	Received By:

ADDITIONAL SUBMITTAL REQUIREMENTS

1. A written description/narrative of the event including location, hours, parking areas, and other information related to the proposed event.
2. A detailed map (site plan) which delineates the event location, the area dedicated for this temporary use, including parking areas and parking spaces, food/beverage location, emergency access aisle(s), small easy up tents (10' x 10') and pedestrian aisles.
3. Identify any adjacent residential uses on site plan.
4. Include parking impacts which may displace the subject site on site plan.
5. Description of how temporary use will be accessible and include on site plan.
6. Provide the number of anticipated attendees of minor temporary use.
7. Description of the noise source(s) anticipated for this minor temporary use (amplified music requires a Temporary Use Permit).