



TEMPORARY USE PERMIT APPLICATION

City of La Puente

15900 E. Main Street, La Puente, CA 91744 Telephone (626) 855-1500 Fax (626) 961-4626

DATE: _____

Name of Applicant: _____

Name of Business: _____

Address of Business: _____

Telephone Number: _____

BUSINESS LICENSE #: _____ Expiration Date: _____

Name of Property Owner: _____

Telephone Number: _____

PURPOSE OF PERMIT

Temporary Use (attach other sheets if necessary) _____

DATE OF EVENT

FROM: _____ TO: _____

CERTIFICATION

The undersigned hereby certifies that I am the _____ property
above described property/premises and hereby file this application accompanied by a Permit Issuance Fee of
\$ _____, and a cash bond of \$ _____, to be deposited with the City of La
Puente to guarantee the removal of promotional advertising upon the termination of the Permit time period.

Signature of Applicant: _____ **Date:** _____

FOR CITY USE ONLY

TUPS No. _____ Cashier's Receipt No: _____

Received by: _____ Date: _____

Approved by: _____ Date: _____

Date for compliance inspection: _____

Inspected by: _____ Compliance date: _____

Bond refund approved by: _____ Date: _____

GENERAL INFORMATION
TEMPORARY USE PERMIT

Pursuant to Chapter 10.96 of the LPMC, a temporary land use activity is defined as a land use that is interim, non-permanent, and/or seasonal in nature, and generally not conducted for more than 30 consecutive days in duration. The following temporary uses are allowed pursuant to LPMC Section 10.96.050, subject to the issuance of a Temporary Use Permit:

A. Contractors' Construction Yards - Off-site

The permit may be effective for up to 12 months, or upon expiration of the companion Building Permit, authorizing the construction project, whichever first occurs.

B. Events

1. Amusement rides, arts and crafts exhibits, auctions, carnivals, circuses, concerts, fairs, farmer's markets, festivals, flea markets, food events, outdoor entertainment/sporting events, rodeos, rummage sales, second hand sales, and swap meets for no more than 14 days within a 12-month period.
2. Outdoor display and sale events (i.e., side walk and parking lot sales) conducted by a retail business holding a valid Business License may be allowed a maximum of four outdoor sale events (excluding City sponsored activities) within a 12-month period. Items offered for sale shall be limited to the items covered by the Business License. **An outdoor sales event shall be no longer than a total of 40 aggregate days in duration, with a minimum of 60 days between events.**
 - i. If the event involves a tent or similar structure which may affect the safety of visitors and/or participants, the applicant shall submit to the City evidence of insurance that will cover any and all claims for damage to persons or property. Such issuance shall be in a form and amount acceptable to the City. The permittee shall deposit with the City at least \$100.00, as per City Council Resolution No. 3348 dated July 23, 1991, as a cash bond to guarantee the removal of the tent or structure. Said bond shall only be returned with the removal of the tent or structure and request in writing by the applicant.
 - ii. A permit fee in the amount of \$57.00, as per City Council Resolution No. 04-4423, shall be submitted with said plot plan.
 - iii. The applicant shall submit a detailed plot plan showing the location of such promotional event and the area to be used for the display of merchandise and other appurtenances, apparatus or structures to be used in connection with such promotional event. The location of the event shall not unreasonably obstruct the movement of, or create a hazard to, vehicles and pedestrians on or over the premises upon which the merchandise is located.
 - iv. The applicant shall demonstrate that adequate notice has been given to tenants and property owners that may be adversely affected by the configuration of the

merchandise display and that they have been given the opportunity to register their position with the Development Services Department.

3. Outdoor meetings and group activities (i.e., neighborhood community gatherings and religious retreats) for seven consecutive days or less, within any 12-month period.
4. Seasonal sales (i.e., Halloween pumpkin sales and Christmas tree sale lots) only by businesses holding a valid Business License; provided, the activity may only be held from October 1st through October 31st, of the same year for the pumpkin sales, and from the day after Thanksgiving through December 28th, of the same year for Christmas tree sales.

C. Temporary Real Estate Sales Office

One temporary real estate office may be located in any new subdivision in any zone in the City.

1. A temporary real estate office (e.g., trailer) may be used for temporary sales activities (e.g., model home sales, etc.) related only to the subdivision.
2. The temporary real estate office shall be removed within 10 days after the sale of all units in the new subdivision.

D. Temporary Structures

A temporary classroom, office, or similar portable structure, including a manufactured or mobile unit, may be approved as an accessory use for up to 12 months, for the following activities:

1. During construction of a development project in a commercial or industrial zone; or
2. As a temporary replacement structure to be used during reconstruction activities for places of religious assembly or private schools.

E. Temporary Work and/or Storage Site

1. A trailer, mobile home, or other acceptable temporary structure may be used as a temporary work and/or storage site for employees of a business during construction or remodeling of a permanent commercial, industrial, or mixed-use structure, when a valid Building Permit is in force and upon demonstration by the applicant that the temporary work site is a short-term necessity, while a permanent work site is being obtained.
2. A permit for temporary work and/or storage trailer(s)/structure(s) may be approved for up to 12 months and shall be removed within 30 days following issuance of the Certificate of Occupancy. The Director may extend the approval for up to an additional 12 months, if needed for very large construction projects.

F. Other Similar Temporary Uses

Similar temporary uses that, in the opinion of the Director, are compatible with the subject zone and surrounding land uses.

I certify that I have read this application and I agree to comply with the LPMC regulations for TEMPORARY USE PERMITS.

By _____
Signature of APPLICANT

Date

By _____
Signature of PROPERTY OWNER

Date