



TEMPORARY USE PERMIT APPLICATION

- Banner/Pennant
- Window Sign
- Other
- Garage Sale
- Outdoor Display/Sale
- Special Event

Applicant _____ Ph: _____ Email: _____ @ _____

Business Name: _____ Event Address: _____

Brief Event Description (attach detailed description): _____

Date(s) of event _____ Total Days _____ Hours of Operation _____

For Banner Applications Only – Attach drawing or photo:

Length/Height: _____ / _____ Color: _____ Location: _____ Display Dates: _____

Message: _____

Garage Sales - San Dimas Zoning Ordinance permits 3 garage/yard sales in residential zones per calendar year. **Each sale may not exceed 3 consecutive days. NO SIGNS ARE PERMITTED OTHER THAN ON THE SUBJECT PROPERTY WHERE THE SALE IS TO BE HELD.**

Banners, pennants and other similar signs for the purpose of announcing a special event, such as a grand opening, holiday or civic related special event, or similar announcement unique in nature, may be permitted by the Planning Department. **San Dimas Zoning Ordinance allows a maximum of 6 temporary banner permits within a calendar year not to exceed at total of 60 days. The maximum banner display is 30 days.**

Outdoor display and sales shall not exceed a period of 3 consecutive days, with a maximum of 4 sales per calendar year.

Special Events (such as pumpkin or Christmas tree sales lots, sidewalk sales, carnivals, or other outdoor events). **See next page for submittal checklist.**

Temporary Window Signs can be displayed 365 days a year; however, must be changed every 30 days.

I, the undersigned, have read, understand and accept, and will comply with the above conditions and the requirements of the San Dimas Municipal Code. I understand that any violation of the aforementioned conditions shall result in immediate revocation of this permit. I hereby certify that the information I have submitted (see submittal requirements on back of this form) is complete and accurate.

Applicant Signature

Date

Property Owner's Signature/Authorization

Date

Planning Department Use Only

APPROVED/ DENIED

PLANNING DEPARTMENT

DATE

NO.

FEE:

SPECIAL EVENT SUBMITTAL REQUIREMENTS

The following shall be submitted with the Temporary Use Permit application for outdoor display/sale or other special event, excluding garage sales:

1. **Site Plan:** Indicate the location of all activities and temporary facilities, such as, booths, tables, parking and access, electrical power source, restrooms, bleachers, stage. Show location of all existing FIRE LANES (event shall not obstruct or be located within a FIRE LANE).

2. **Letter of Description:** Describe the event, such as:
 - Detailed description of purpose of event, and activities offered. If activities vary during course of event, provide a schedule.

 - Private versus public event?

 - Dates, hours of operation and hours for set-up and tear-down?

 - Will food and/or drink be sold? If so, provide documentation that you have submitted an application to LA County Health Department.

 - Will alcoholic beverages be sold for on-site consumption? If so, show designated drinking area on Site Plan. If so, provide documentation that you have submitted an application to California Department of Alcoholic Beverage Control (ABC).

 - Will there be any generators for electrical power? If so, show location on Site Plan.

 - Will there be amplified music or sound system? If so, show speaker locations on Site Plan.

 - Will there be any temporary lighting? If so, show light locations on Site Plan.

3. **Traffic Control Plan:** Events that propose to block existing driveways and on-site drive aisles shall provide a Traffic Control Plan indicating alternative access. Describe how you will control access (e.g., signs, temporary fencing, traffic barricades, traffic cones, yellow tape, parking attendants, etc.). If you propose temporary traffic lane closure or full street closure, then you must also submit an application to the Public Works Department.