



18747 Clarkdale Avenue  
Artesia, CA 90701  
Ph: (562) 865-6262 | Fx: (562) 865-6240

# CITY OF ARTESIA

COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

## APPLICATION FOR TEMPORARY USE PERMIT:

The purpose of a Temporary Use Permit is to regulate land use of a temporary nature so as to protect the public health, safety, and welfare. The intent of these regulations is to ensure that temporary uses will be compatible with surrounding land uses, to protect the rights of adjacent residents and landowners, and to minimize any adverse effects on surrounding properties and the environment.

The Temporary Use Permit requires a public hearing with the Community Development Director. A notice with the time and place of the hearing will be sent to the applicant and property owners that are immediately adjacent to the property for which the temporary use is to be located. The notice will be sent (5) five days before the hearing.

*(For Departmental Use Only)*

Case No: \_\_\_\_\_ Resolution No. \_\_\_\_\_ Hearing Date: \_\_\_\_\_  
Fee \$: \_\_\_\_\_ Date Received \_\_\_\_\_ Receipt No: \_\_\_\_\_  
Received By: \_\_\_\_\_

*(Please Print or Type Legibly)*

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (City) (State & zip code)

Legal (Property) Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (City) (State & zip code)

Site Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

Name of Business/Organization: \_\_\_\_\_

Purpose of Temporary Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## DURATION OF TEMPORARY USE

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

## HOURS OF OPERATION

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_  
\_\_\_\_\_



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### **IMPORTANT**

*Any false or misleading information shall be grounds for denying this application.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### **AFFIDAVIT**

I, \_\_\_\_\_, hereby declare that I am the owner (having fee title) of the property involved in this petition and that the statements herein contained, and the information herewith submitted, are in all respects true and correct to the best of my knowledge.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### **INSTRUCTIONS FOR APPLICATION SUBMITTAL:**

It is essential that **all** of the following materials be submitted at the time the application is submitted so that we may process your application. Cost of public noticing, mailing and advertising is to be paid by the applicant, and subject to an initial deposit with the City:

- 1) **Completed Application** (signed by the applicant **and** the property owner, if different)
- 2) **Applicable Fees:** *Temporary Use Permit – See Current Fee Schedule*
- 3) **Letter of Intent:** A written narrative that describes the nature and the duration of the event.
- 4) **Detailed Plot Plan:** The applicant must submit (3) three sets of plans that shows the location of the proposed event area, including all proposed equipment, display areas, temporary tents, parking layout, etc.

The plot plan must be drawn to scale and fully dimensioned to include the following information: Scale of plot plan (**Minimum 1/8" = 1'-0" or 1' = 10'-0"**), north arrow, dimensions of site, square footage of site, square footage of structure(s), setbacks, parking, trash storage, signage, landscaped areas, loading and storage areas, etc.;

- 5) **Any other requirements deemed necessary by staff.**

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#### **NOTE:**

The accuracy of all information, maps and lists submitted shall be the responsibility of the applicant. False or misleading information shall be grounds for denial of an application. Incomplete applications **WILL NOT** be accepted. Please go over this checklist carefully before submitting your application to the Community Development Department. Submittal deadlines are scheduled to ensure compliance with public notification requirements, and no extensions can be granted