

Submittal Requirements for Temporary Use Permit

Required	<p>Please use this as a checklist to assemble the materials required for your development application when submitting the application in FAASTER. The following items must be submitted in order to process your application. <u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and rejected.</u></p> <p>Please note that a temporary use permit only grants permission to allow certain uses on private property that otherwise are not permitted. Structures (including generators, tents and stages), mobile food vendors, street and alley closures and business licensing all require separate permit or application processes and separate application fees.</p>							
	<p>Instructions:</p> <ol style="list-style-type: none"> 1. All plans and documents <u>must</u> be uploaded in PDF format. 2. A separate PDF document is required for each plan type (i.e. separate PDF required for site plans, separate PDF for landscape plans, etc.). 3. Each plan type should only have one PDF uploaded (i.e. if there is more than one site plan exhibit, upload a multi-page PDF). 4. If FAASTER system requires a document type not included on this checklist, upload blank PDF document called "Dummy Document". Make sure you select the required document "Type" from the dropdown list. 							
<input type="checkbox"/>	<p>Complete Application in FAASTER (www.fresno.gov/faaster) Temporary Use Permit under Planning/Land Division</p>							
<input type="checkbox"/>	<p>Preliminary Title Report <u>or</u> Grant Deed showing property ownership (Electronic)</p>							
<input type="checkbox"/>	<p>Letter of Owner Authorization (If Owner is not the Applicant) (Electronic)</p>							
<input type="checkbox"/>	<p>Project Site Plan/Plot Plan (Electronic, uploaded into the system) Plans shall include (at a minimum) items below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> North Arrow correctly shown</td> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> Show existing buildings and parking on site.</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Clearly depict location of event on the site. If aisle ways or parking will be blocked, please clearly depict this on plan.</td> <td style="padding: 5px;"><input type="checkbox"/> Show all proposed structures, parking areas, etc., or indicate in operational statement that structures or additional parking are not proposed.</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Show all proposed barriers or fencing.</td> <td style="padding: 5px;"><input type="checkbox"/> Depict address and APN on plan.</td> </tr> </table>		<input type="checkbox"/> North Arrow correctly shown	<input type="checkbox"/> Show existing buildings and parking on site.	<input type="checkbox"/> Clearly depict location of event on the site. If aisle ways or parking will be blocked, please clearly depict this on plan.	<input type="checkbox"/> Show all proposed structures, parking areas, etc., or indicate in operational statement that structures or additional parking are not proposed.	<input type="checkbox"/> Show all proposed barriers or fencing.	<input type="checkbox"/> Depict address and APN on plan.
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<input type="checkbox"/>	<u>Operational Statement (Electronic)</u> Please include the following information.	
	<input type="checkbox"/> Type of temporary use proposed (Seasonal Sales, Temporary Outdoor Display and Sales, Special Events and Sales, Carnivals, Fairs, and Festival Events, Temporary Parking Lot, or other type).	
	<input type="checkbox"/> Days and hours of operation.	<input type="checkbox"/> Is this a one-time request or a request for multiple events?
	<input type="checkbox"/> Will there be food vendors?	<input type="checkbox"/> Will there be alcohol sold?
	<input type="checkbox"/> Will there be any generators, stages, tents or other structures? A separate building permit and inspection are required for these items.	<input type="checkbox"/> Is temporary parking proposed for this event (parking on a dirt lot, grass or other area not normally used for parking)?
	<input type="checkbox"/> Will there be any vehicles stored on the site during the event (including RVs for temporary living). If so, describe.	<input type="checkbox"/> Have other licenses and permits been obtained? If so, which permits or licenses have been obtained?
	<input type="checkbox"/> Describe proposal for security (security guards, cameras, how many, etc.).	<input type="checkbox"/> Describe number of anticipated attendees and ages of attendees (all ages, over 18 only, over 21 only).
<input type="checkbox"/>	For proposed temporary parking lots, a parking plan is required. Reference Sections 15-2760-B-6 for more information on temporary parking requirements.	

The application completeness review process is up to a 30-day process. If all items on this checklist are not submitted, the application will be deemed incomplete and rejected. If all required items on this checklist are submitted and determined to meet all requirements outlined in this document, the application shall be deemed complete and accepted for processing. Within five days of project acceptance, the project applicant will be sent an Introduction Letter (via e-mail) from the assigned Planner discussing the process and the target completion date. Projects are subject to the refund provisions of the Money Back Guarantee Ordinance ([2019-003](#)).