City of

FRESNO

Planning & Development Department
Development Services Division
2600 Fresno Street, Third Floor, Room 3043
Fresno, CA 93721-3604

Submittal Requirements for Temporary Use Permit

Required	
	Please use this as a checklist to assemble the materials required for your development application when submitting the application through the Accela Citizen Access (ACA) portal. The following items must be submitted in order to process your application. **If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and rejected.** **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.**
	Instructions: 1. All plans and documents <u>must</u> be uploaded in PDF format. 2. A separate PDF document is required for <u>each</u> plan type (i.e., one PDF required for *all* site plan documents; one PDF for *all* elevation plans; etc.). 3. If ACA portal 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.
☐	**Complete Application in ACA portal** ☐ Select Temporary Use Permit under Planning/Land Division ☐ Provide full contact information including email addresses for all applicants and/or owners who are stakeholders of the project.
☐	**Preliminary Title Report <u>or</u> Grant Deed showing property ownership (Electronic)**
☐	**Letter of Owner Authorization** (If Owner is not the Applicant) **(Electronic)** Shall include name phone, address and email.
☐	**Project Site Plan/Plot Plan (Electronic, uploaded into ACA)** Plans shall include (at a minimum) items below. | ☐ North Arrow correctly shown	☐ Show existing buildings and parking on site.
☐ Clearly depict location of event on the site. If aisle ways or parking will be blocked, please clearly depict this on plan.	☐ Show all proposed structures, parking areas, etc., or indicate in operational statement that structures or additional parking are not proposed.
☐ Show all proposed barriers or fencing.	☐ Depict address and APN on plan.	

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☐   **Operational Statement** **(Electronic)** Please include the following information.

☐ 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).	
☐ Days and hours of operation.	☐ Is this a one-time request or a request for multiple events?
☐ Will there be food vendors?	☐ Will there be alcohol sold?
☐ Will there be any generators, stages, tents or other structures? A separate building permit and inspection are required for these items.	☐ Is temporary parking proposed for this event (parking on a dirt lot, grass or other area not normally used for parking)?
☐ Will there be any vehicles stored on the site during the event (including RVs for temporary living). If so, describe.	☐ Have other licenses and permits been obtained? If so, which permits or licenses have been obtained?
☐ Describe proposal for security (security guards, cameras, how many, etc.).	☐ Describe number of anticipated attendees and ages of attendees (all ages, over 18 only, over 21 only).

☐   **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.