

APPLICATION CHECKLIST

TEMPORARY USE PERMIT

What is a Temporary Use Permit? A Temporary Use Permit serves many purposes, some of which include: promotional signs, grand openings, carnivals, temporary office/sales trailers, food trucks and other special events. The issuance of a Temporary Use Permit is outlined in Article 106.42.250 of the Citrus Heights Zoning Code.

The City recognizes the community benefits that occur from outdoor events but the City also recognizes the concerns that accompany such events, therefore the City regulates this activity. Below are some examples of activities that require a Temporary Use Permit.

Construction Staging Areas – off-site: Staging areas for approved construction projects are permitted subjected to the standards listed in 106.42.250.C.2.

Promotional Displays and Sales: An outdoor promotional sale for a permitted and existing use currently located on the property. *Exception: Temporary auto and RV sale events may be held in certain zones as described in 106.42.250.1.*

Outdoor events: Carnivals, vaccination clinics, or other type of events may be allowed in commercial zones.

Signs: Temporary signs for the promotion of a sale and/or grand opening.

Temporary Structures: A temporary classroom, office, or similar structure, including a manufactured or mobile unit, may be approved for a maximum of one year from the date of approval, as an accessory use or as the first phase of a development project. An extension of one year may be granted by the Director.

Vending: Sales from a cart, mobile unit, food truck or similar may occur in commercial areas subject to the standards listed in 106.42.250.14.

Time permitted: Most Temporary Use Permits are valid for no more than 10 days within a given year. Exceptions include grand openings and temporary sales/office trailers.

A Planning Staff member can assist you with further information and regulations regarding your specific use. You will be notified of a decision on your application within 30 days. The City must provide written notification of the application to all adjoining property owners and occupants of the surrounding businesses.

Application Submittal Requirements:

Submit all applications via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. The required fee shall be paid prior to the application being processed (see fee schedule). A recognized 501(c)(3) may be exempt from the application fee. Please upload the following documents:

1. Written description of the proposed activity
2. Proof of valid business license (if required)
3. Proof of valid health permit(s), if required by applicable law or regulation
4. Dimensioned sample or rendering of proposed signage (if applicable)

5. Site plan drawn to scale that includes the following information:
 - Proposed location of the activity
 - Location of all driveways, emergency access areas, fire hydrants, bus stop(s), loading zones, and landscaped areas
 - Location of on-site parking stalls with all handicap spaces identified
 - Location of all building(s) and structures on the property
 - Location of an available restroom(s) to be available during the event (if applicable)
6. Other information may be required for your type of event, please consult a staff member

Additional requirements for vending permits:

7. Photocopy of valid form of identification for business owner and/or operator
8. Color photographs showing different views of the vending vehicle or device
9. Mailing label list of all property owners/occupants immediately adjacent to the stationary location(s)
10. Map showing route and/or area of proposed vending (if non-stationary)

Submit all materials in electronic format. Please submit via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic format.

Please feel free to discuss your application with a member of the Planning Division at (916) 727-4740 or planning@citrusheights.net, or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621

www.citrusheights.net