



## TEMPORARY USE PERMIT APPLICATION AND CHECKLIST

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**What is a Temporary Use Permit?** A Temporary Use Permit serves many purposes, which may include: grand opening events, outdoor events and carnivals. The issuance of a Temporary Use Permit allows these activities to be held outdoors on a temporary basis.

The minimum requirements for filing a Temporary Use Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed Temporary Use Permit Application
- Filing Fee of \$150
- City Business License
- Written description of the proposed activity describing the hours of operation, days the temporary use will be on site, number of people staffing the use during operation, anticipated number of people using the facility during commercial operation, and other pertinent information about the proposed temporary use.
- Five (5) copies of scaled site plans which show the following:
  - Size and location of the property (including surrounding streets)
  - Location and size of all structures on the site
  - Location and number of parking spaces
  - Location of any temporary fences, signs, or structures to be installed as part of the temporary use
- Flyer describing event

Please feel free to discuss your application with a member of the Planning Division by calling (209) 845-3625 or visiting our office located at 455 South Fifth Avenue, Oakdale, CA 95361



**TEMPORARY USE PERMIT APPLICATION FORM**  
**Community Development Department**  
455 South Fifth Avenue  
Oakdale, CA 95361  
Phone: (209) 845-3625 Fax (209) 848-4344

**APPLICANT**

Name of Organization \_\_\_\_\_ Day Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Address of Event \_\_\_\_\_

By signing below, I agree to indemnify hold harmless, and defend the City and its representatives against liability and/or loss arising from activities connected with and/or undertaken pursuant to the Permit. The City is not liable for any business loss, property loss, or other damage that may result from the use of the Permit, or suspension or revocation of the Permit. No vendor shall maintain any claim or action against the City, its officials, officers, employees, or agents on account of any suspension or revocation.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**DESIGNATED PRIMARY CONTACT PERSON (if different than Applicant)**

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Owner's Authorization: (If the applicant is not the property owner of record), I authorize the Applicant to file this application and to represent me on all matters concerning the application.**

**PROPERTY OWNER**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of temporary use: Grand Opening Special Event Carnival Other \_\_\_\_\_

Dates and times of event: \_\_\_\_\_

Event Sponsor (if other than Applicant): \_\_\_\_\_

Description of Event: \_\_\_\_\_

**Check all items involved:**

- Vendors and Booths  Food Vendors
- Electrical Power Sources  Electric Generators
- Sound System  Portable Toilets
- Comfort Stations (water and first aid)

<b>Office Use Only:</b>
Date Received: _____
APN: _____
Current Zoning: _____
Action: _____