

EMERGENCY TEMPORARY USE OF PROPERTY USE PERMIT

APPLICATION GUIDE AND INSTRUCTIONS

AN ENTITLEMENT SUBJECT TO APPROVAL BY THE PLANNING DIRECTOR OR BOARD OF SUPERVISORS

OVERVIEW

A Temporary Use Permit for Emergency Temporary Use of Property may be authorized/granted pursuant to Sacramento County Zoning Code Section 3.10.3.K.

Should the Governor of California declare a State of Emergency or the County Board of Supervisors declare a Local Emergency, the Planning Director may issue a Temporary Use Permit for Emergency Temporary Use of Property if the Planning Director can make the following findings:

- The proposed use of the property is to support emergency response efforts or the proposed use of the property will mitigate impacts of an emergency;
- The proposed use of the property is permitted within the zoning district and will not conflict with applicable Community Plan or General Plan policies or designations;
- The proposed use meets the general requirements of Section 3.10.2, as applicable.

Pursuant to Section 3.10.3.K.2, if the Planning Director cannot make the findings listed above, the Board of Supervisors may determine that an overriding public interest exists and may commit the temporary use of the property.

Emergency Temporary Use Permits may be conditioned to ensure minimal impacts to the subject property or to surrounding properties. An Emergency Temporary Use Permit does not release an applicant from the requirement to obtain all necessary site improvements and building permit approvals. The Emergency Temporary Use Permit has a limit of a maximum of one year with the opportunity for the applicant to apply for an extension of up to one additional year.

FEES

An Emergency Temporary Use of Property Use Permit has an application deposit fee of **\$495.33 (Fee is waived until December 31, 2020)**. After review of the project application, if it is determined that the Planning Director cannot make the necessary findings and that the Board of Supervisors must make the overriding public interest determination to grant the temporary use permit, then additional fees will be required (see deposit below).

Applications that are pre-determined to require a determination by the Board of Supervisors shall submit a deposit of **\$2,679.38**.

SUBMITTAL REQUIREMENTS

The application form and submittal options/procedures (such as online submittals) can be found on our website www.planning.saccounty.net.

Below is a list of the required application submittal materials.

1. Completed Emergency Temporary Use of Property Application Form.
2. Signed statement by property owner granting permission to use the site. This statement must be signed by the property owner or by the lessee. In the case where a lessee is granting permission, a copy of the lease must accompany this application. Dates of period of time for which the permission is granted must be specified.
3. Site plan delineating the limits of the proposed Temporary Use. The Site Plan shall contain the minimum components:
 - North Arrow
 - Address and/or APN of the property (properties) where the temporary use will be conducted.
 - All existing development
 - Proposed location(s) for requested use
 - All proposed development or improvements to property for proposed temporary emergency uses
4. If on-line submittal is not used, a digital copy of all submittal documents must be provided on a CD/Flash Drive at the time of application submittal.

County of Sacramento
 Office of Planning and Environmental Review (PER)
 827 7th Street, Room 225
 Sacramento, CA 95814
 (916) 874-6141

OFFICE USE ONLY

EMERGENCY TEMPORARY USE OF PROPERTY APPLICATION FORM

Application Deposit Fee \$495.33 (Fee is waived through December 31, 2020)

Applications that are pre-determined to require a determination by the Board of Supervisors shall submit a deposit of **\$2,679.38**.

Attach additional pages as necessary. It is the applicant's responsibility to ensure that the application package is complete and accurate.

Applicant Contact Information

Applicant	Company/ Organization (Entity) Name:	
	Name of Contact:	
	Address:	
	Phone:	Email:

Property Information for Proposed Emergency Temporary Use

**If the request includes more than one property, please fill out Page 4 for each additional property.

- Request includes only one property Request includes multiple properties- See Page 4

Property # 1	Site Address:	
	APN:	
	Parcel size (acres or square feet) :	Zoning Designation:
	Does the Applicant own this property? Yes ___ No ___	
	If No, Property Owner consent is required. Please complete Property Owner Section below.	
Property # 1 Owner Contact Information	Name:	
	Email:	
	Phone:	Owner Consent – Initial Here _____

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Proposed Emergency Temporary Use Details

Current Use of Property:

Proposed Temporary Use of Property:

Dates Requested for Temporary Use: _____

Justification of Emergency Use – Such as how the temporary use helps emergency response efforts or how it mitigates impacts of an emergency as outlined in Zoning Code Section 3.10.3.K:
(Attach additional sheets if necessary)

Please include a Site Plan delineating the limits of the Proposed Temporary Use

Applicant Signature: _____

Attachment A

Control No: _____

APN: _____

Must accompany all applications for Emergency Temporary Use of Property Permits

**PROPERTY OWNER’S AUTHORIZATION AND RESPONSIBILITY
FORM**

If request is for more than one property under separate ownerships, please make a copy of this form and attach additional copies as necessary

This form must be completed and signed by the owner(s) in fee of any real property if said owner(s) will be represented by any other person or agent in any matter regarding the proposed use of property in a declared State of Emergency or Local Emergency.

I, (We), _____, am (are) the owner(s) in fee of the real
(Property Owner(s))
property described in the application attached hereto, and designated on the maps of the County Assessor of
Sacramento County as Parcel Number _____.
(APN)

I (We) hereby authorize _____ to apply to the County
(Name of Applicant)
of Sacramento, State of California, for the temporary Emergency Use of said property.

I (We), as owner(s) of the subject property accept ultimate responsibility for ensuring compliance with any
conditions issued on the permit.

Dated: _____

Signature of Owner:

Signature of Owner:

Print Name: _____

Print Name: _____

Property Information for Proposed Emergency Temporary Use

**Fill out this page if request includes more than one property.

Property # ____ (i.e. 2, 3, 4...)	Site Address:	
	APN:	
	Parcel size (acres or square feet) :	Zoning Designation:
	Does the Applicant own this property? Yes ___ No ___	
	If No, Property Owner consent is required. Please complete Property Owner Section below.	

Property # ____ Owner Contact Information	Name:	
	Email:	
	Phone:	Owner Consent – Initial Here _____

Property # ____ (i.e. 2, 3, 4...)	Site Address:	
	APN:	
	Parcel size (acres or square feet) :	Zoning Designation:
	Does the Applicant own this property? Yes ___ No ___	
	If No, Property Owner consent is required. Please complete Property Owner Section below.	

Property # ____ Owner Contact Information	Name:	
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Property # ____ (i.e. 2, 3, 4...)	Site Address:	
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