## Overview

A Temporary Use Permit (TUZ) is required for certain temporary uses and events in the unincorporated Sacramento County.

All temporary use requests are subject to the discretion of the Zoning Administrator, and therefore may be approved or denied based on its compliance with Section 3.10 of the Sacramento County Zoning Code (SZC).

Upon the grant of a TUZ, written verification will be issued to the applicant specifying the details of the grant and any applicable conditions (SZC 6.5.7.A).

## Submittal Requirements

Below is a list of materials required for a complete TUZ application submittal. The required materials and the flat fee of **$270.66** must be provided upon submitting the application.

1. Completed TUZ 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 showing the following:
   - Existing development
   - Proposed location(s) for requested use
   - Equipment to be used
   - Driveways and distance from proposed use from the future right-of-way of adjacent streets.
   - Site plans for signs must identify locations of all signs, flags, banners, etc. on the property; as well as the proposed design and layout to be displayed on the signs.

Additionally, all of the application material must also be submitted on a CD/Flash Drive, with one (1) digital copy of each item saved separately in PDF format. The application forms as well as the fee information can be found on our website [www.per.saccounty.net](http://www.per.saccounty.net).

### Examples of uses that may require a TUZ

**include but are not limited to:**
- Concession stands
- Seasonal or promotional display
- Banners
- Farmers’ markets
- Temporary events (e.g. festivals, concerts)
- Temporary construction/sales buildings
TEMPORARY USE PERMIT APPLICATION FORM

Attach additional pages as necessary. It is the applicant’s responsibility to ensure that the application package is complete and accurate. Mark the type of permit request below and fill out the applicable sections.

- Temporary Use Permit
  Complete Sections A, B and B.1
- Concession Stand Permit
  Complete Sections A, B and B.1
- Subdivision Sign Permit
  Complete Sections A, C and C.1

Section A. General Information

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Property Owner</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>Address:</td>
<td>Address:</td>
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<td>Phone:</td>
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<td>Email:</td>
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Address of property where use is proposed:
______________________________________________________
________________________________________________________

Current Use of Property:
______________________________________________________

Proposed Temporary Use of Property:
______________________________________________________

Assessor’s Parcel No(s): ____________________________  Land Use Zone: ____________________________

______________________________________________________

Applicant Signature:  Date: ____________________________
Section B. Proposed Temporary Use

Dates requested for temporary use: ___________________________________________________________
________________________________________________________________________________________

Hours of operation _________________________________________________________________________
________________________________________________________________________________________

Organization sponsoring use (if other than applicant): __________________________________________

Are loudspeakers or music to be used? ______________
If so, describe duration of use _______________________________________________

Are any animals to be housed on the site in conjunction with this use? _________
If so, what type and how many? ___________________________________________________________

Are rides to be available? __________ If so, how many? ______________________________

Section C. Subdivision or Promotional Signs/Displays

How many signs, banners, flags, pennants, search lights or co-location temporary signs are to be installed?
________________________________________________________________________________________

Describe the height, size and appearance of proposed sign, banner, flag, etc. (attach an image):
________________________________________________________________________________________

What other signs are on the property? _______________________________________________________

Dates requested __________________________________________________________________________
Attachment B.1

Control No: ____________________________
APN: ____________________________

Property Owner’s Authorization and Responsibility Form
(Must accompany all applications for Temporary Use Permits and Concession Stand Permits)

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 application for a temporary use permit or concession stand permit.

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

I (We) hereby authorize __________________________________________________ to apply to the County of Sacramento, State of California, for __________________________________________________________.

(Indicate type of temporary permit)

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(s)

_________________________________
PROPERTY OWNER(S) SIGN REMOVAL AUTHORIZATION
(Must accompany all Subdivision Sign Applications)

I (We) _______________________________ hereby authorize the County of Sacramento or its designee the
(Property Owner(s))
right to enter my (our) property located at _______________________________________________________
(Street Address)
______________________________________, _______________________________________________
(City, State, Zip) (Assessor’s Parcel Number)
to remove the sign described as follows: _____________________________________________________
(Indicate type of sign: Directional, Subdivision or Regional Directional Subdivision Sign)

Dated: __________________________

Signature of Property Owner(s)

____________________________________________
____________________________________________
_____________________________________________