

# TEMPORARY USE PERMIT

## APPLICATION GUIDE AND INSTRUCTIONS

### AN ENTITLEMENT SUBJECT TO ZONING ADMINISTRATOR'S APPROVAL

#### 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**).

#### 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

#### 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).

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

OFFICE USE ONLY	
Control No.	PLNP

## 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**     
  **Concession Stand Permit**     
  **Subdivision Sign Permit**  
 Complete Sections A, B and B.1     
 Complete Sections A, B and B.1     
 Complete Sections A, C and C.1

### Section A. General Information

Applicant	Name:	
	Address:	
	Phone:	Email:

Property Owner	Name:	
	Address:	
	Phone:	Email:

Address of property where use is proposed:

\_\_\_\_\_

\_\_\_\_\_

Current Use of Property:

\_\_\_\_\_

Proposed Temporary Use of Property:

\_\_\_\_\_

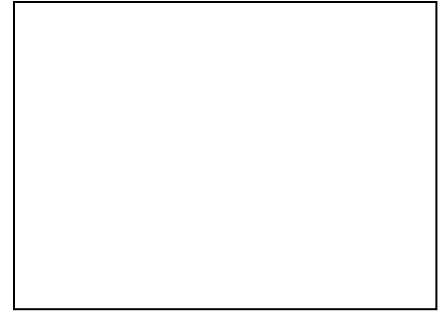
Assessor's Parcel No(s): \_\_\_\_\_

Land Use Zone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Section B. Proposed Temporary Use**

**Complete and Sign Attachment B.1**

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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? \_\_\_\_\_

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**Section C. Subdivision or Promotional Signs/Displays**

**Complete and Sign Attachment C.1**

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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  
(Property Owner(s))

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 \_\_\_\_\_.  
(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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_