



**Community & Economic Development Department
Planning Division**
14177 Frederick Street
P. O. Box 88005
Moreno Valley, CA 92552-0805
(951) 413-3206
FAX: (951) 413-3210

MAJOR TEMPORARY USE PERMIT APPLICATION

Permit No.:

TYPE OF APPLICATION

It is recommended applications be filed 2 weeks prior to the event

Seasonal Produce Stand

Christmas Tree Lot

Pumpkin Patch

Other _____

APPLICATION INFORMATION

Business Name (if any):

Event/Description:

APN: _____ Location: _____

Tents/Canopies Yes No Food Services Yes No Alcoholic Beverages Yes No

Music/Band Yes No Animals Involved Yes No

Date(s) of Event: / / - / / Attendance: Less than 200 200-1000 1000-2500 2500+

CONTACT PERSON

APPLICANT Name: _____ Telephone: () _____

Address: _____ Fax No. () _____

City: _____ State: _____ Zip: _____ E-Mail Address: _____

Contact Person:

PROPERTY OWNER Name: _____ Telephone: () _____

Address: _____ Fax No. () _____

City: _____ State: _____ Zip: _____ E-Mail Address: _____

Contact Person:

CONTACT Name: _____ Telephone: () _____

Address: _____ Fax No. () _____

City: _____ State: _____ Zip: _____ E-Mail Address: _____

Approved by: _____ Date: _____

Code Compliance Officer

Comments: _____

***** PERMIT IS NOT VALID UNTIL CITY APPROVAL SEAL IS AFFIXED *****
FINAL APPROVAL IS CONTINGENT UPON THE FIELD INSPECTIONS
REQUIRED BY THE VARIOUS DEPARTMENTS/AGENCIES.

PERMIT SUBMITTAL REQUIREMENTS

Completed and signed forms:

- ✓ Temporary Use Permit Application
- ✓ Business License Application
- ✓ Fire Permit/Inspection Application
- ✓ Building Special Request Application (if applicable)
- ✓ Emergency Contact Form

Unimproved lots (with curb and no driveway access) will require an Encroachment Permit

Letter from property owner or leasing agent or signature on application authorizing the proposed temporary event

Letter of "intent," describing the proposed event, including the following details:

- ✓ Type of event
- ✓ Date(s) event will be held and hours of operations
- ✓ Anticipated attendance
- ✓ Tents or canopies, food services, alcoholic beverages, music and/or bands

Fully dimensioned site plan, identifying the following:

- ✓ Location and size of project site
 - Lot dimensions
 - Closest intersection(s)
- ✓ Vehicular and/or pedestrian access points
 - Driveway entrance(s), exit(s), and pedestrian aisles (show curb, if any)
 - Loading/unloading area(s)
- ✓ Location of on-street/off-street parking area(s)
- ✓ Location of lighting, fencing (6' high maximum), and gates
- ✓ Location(s) of tents/canopies, food services, alcoholic beverage areas, restrooms/portable toilet facilities, etc.
- ✓ Location of any flammable liquids
- ✓ Location of nearest fire hydrant (distance), fire lanes, water meter, electric boxes, telephone poles, and any utility boxes which adjoin the property and/or street
- ✓ Location of signs

Temporary signs or banners with an area of one (1) square foot for each linear foot of store front operated by the permittee up to a maximum of 80 square feet

No signs are permitted within 10 feet of any vehicular access or within any public right-of-way

Balloons shall not exceed a maximum height of 50 feet above grade/ground level

Balloons and blimps greater than 40 inches in diameter are permitted in commercial zones only

No sign shall be erected off of the premises, where the temporary use is authorized to take place.

Check made payable to the **City of Moreno Valley** for the total of all fees due

CONDITIONS OF APPROVAL

Events anticipated to accommodate 2,500 or more persons on a site require the property be posted at least 10 days prior to the event.

An identification sign including the owner/operator's name, business address, and 24-hour emergency telephone number shall be conspicuously posted at the site.

Christmas tree lots and pumpkin patches are allowed a maximum of 30 days per calendar year; seasonal produce stands 120 days.

Only the signs described in this permit are allowed.

Portable toilets shall be provided for employees/customers and meet ADA (Americans with Disabilities Act) standards.

APPLICANT'S SIGNATURE

I certify under penalty of perjury that all information in this application is true and correct, that any false or mis-leading information shall be grounds for denial, and I agree to comply with any and all Conditions of Approval.

Applicant _____

Date _____

DIVISION REVIEW AND APPROVAL SIGNATURES

PLANNING APPROVAL

Approved by: _____ Date: _____

Comments: _____

BUILDING APPROVAL

Approved by: _____ Date: _____

Comments: _____

FIRE APPROVAL

Approved by: _____ Date: _____

Comments: _____

TRANSPORTATION APPROVAL

Approved by: _____ Date: _____

Comments: _____

LAND DEVELOPMENT APPROVAL

Approved by: _____ Date: _____

Comments: _____

BUSINESS LICENSE APPROVAL

Approved by: _____ Date: _____

Comments: _____

POLICE DEPARTMENT APPROVAL

Approved by: _____ Date: _____

Comments: _____

NOTIFICATIONS

Riverside County Health Department – Environmental Health Division – (951) 358-5172 - It is the responsibility of the applicant to obtain the appropriate Health Department release, if food is being served.

Alcohol Beverage Control Board – (951) 782-4400 – It is the responsibility of the applicant to obtain appropriate ABC release, if alcohol is being provided.

Animal Services – (951) 413-3790 – It is the responsibility of the applicant to notify Animal Services of any animals associated with this TUP approval. Planning Division staff will fax a copy of the approved TUP to (951) 656-2662.

Moreno Valley Code & Neighborhood Services Division – (951) 413-3340

ORIGINAL FORM TO: Code & Neighborhood Services COPIES TO: 1) Business License 2) Fire Prevention 3) Customer