



CITY OF SOUTH PASADENA

COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

1414 Mission Street • South Pasadena, CA • 91030 • (626) 403-7220

TEMPORARY USE PERMIT APPLICATION GUIDELINES

INTRODUCTION

Temporary Use Permits allow for short-term activities that may not meet the normal development or use standards of the applicable zoning district, but may be acceptable due to their temporary nature. Certain temporary events and uses may be permitted, subject to the issuance of a Temporary Use Permit by the Community Development Director. These events and uses may include, but are not limited to: parking lot sales, sidewalk sales, temporary structures, special events such as fairs, festivals, and other events.

Complete the attached application and submit to the Community Development Department, Planning Division. A Temporary Use Permit for an event or structure in a nonresidential zoning district should be submitted at least 15 days prior to the event; for residential zoning districts, the Temporary Use Permit application should be submitted at least 30 days prior to the event. All temporary events and uses shall comply with section [36.410.050 of the South Pasadena Municipal Code](#).

APPLICATION PROCEDURES

1. Submit a completed Temporary Use Permit application (pages 2 and 3).
2. Submit a site plan and/or a set of plans for the proposed improvements or event. The site plan shall indicate the placement of the temporary use, existing building(s) on site, adjacent properties, property lines, boundary streets, and parking spaces.
3. Temporary Use Permit Fee (see [Master Fee schedule](#) for fees).
4. Additional requirements or information may be required based on the type of use/circumstance.

SUPPLEMENTARY INFORMATION CHECKLIST FOR EVENTS:

- ☐ Submit a brief statement of reason for the permit, describing the nature of the event, date, time, set-up times/clean-up times, and type of activities to be held.
- ☐ Submit an event plan that identifies the proposed layout of the event. The event plan shall identify the following: A) location of any proposed vendors, tables, tents, stages, portable restrooms, and generators; B) description of live music/DJ and identify speakers on plan with direction of sound; C) event check-ins and queue location, if applicable; C) a parking plan for guests, if you are proposing valet, additional approvals will be required; D) other information may be requested, as needed.
- ☐ Submit a security plan that identifies proposed security for the event. If a security company is proposed to provide security, provide the name of the security company, proposed guard post locations, number of guards, and emergency contact number.
- ☐ Submit a copy of liability insurance for each event occurrence with limits of no less than \$2,000,000 per occurrence. The City of South Pasadena shall be included as an additional insurer.
- ☐ If the applicant is not the property owner, a written and notarized acknowledgment from the property owner authorizing the use/event is required; alternatively, the owner may sign Page 3 of application.
- ☐ If alcohol is proposed, submit a copy of approval issued by the State Department of Alcohol Beverage Control (ABC).

Further requirements may be requested depending on proposed project/event. For additional information, please contact the Planning Division by calling (626) 403-7220. Completed applications shall be submitted via email to askplanning@southpasadenaca.gov.



Temporary Use Permit

Community Development Dept. • Planning Division
1414 Mission Street, South Pasadena, CA 91030
(626) 403 - 7220 • AskPlanning@southpasadenaca.gov

TUP: _____
Office Use Only

COMPLETE THE APPLICATION AND SUBMIT VIA EMAIL TO ASKPLANNING@SOUTHPASADENACA.GOV:

Address / Location of Event, Activity, or Structure:

(Describe if any portion of the event will take place on public property, e.g. sidewalk, street, alley, etc.)

Site Address: _____

Legal
Description: _____

Applicant's Information:

Name: _____

Telephone: _____

Mailing
Address: _____

Email: _____

Property Owner Information:

Name: _____

Telephone: _____

Mailing
Address: _____

Email: _____

Event/Project Site Information:

1. Previous use of site: _____

2. Number of parking spaces available onsite: _____ Number of parking spaces reserved for the site: _____

3. Total square footage of the site: _____

4. Other uses on the site (such as office combined with retail; provide square footage of each use): _____

TYPE OF TEMPORARY USE (please check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Bed & Breakfast Event | <input type="checkbox"/> Special Event |
| <input type="checkbox"/> Parking Lot Sales | <input type="checkbox"/> Temporary Model Homes |
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Temporary Real Estate Office |
| <input type="checkbox"/> Sidewalk Sale | <input type="checkbox"/> Temporary Structure |
| <input type="checkbox"/> Mobile Food Vending | <input type="checkbox"/> Other: _____ |

Temporary Use Description: (Describe purpose of event/use, if more space is needed please attach a separate sheet of paper):

For events, please provide the following:

Provide the number of people
expected to attend: _____

Date(s) and Time(s) of event/activity: _____

Emergency Contact Telephone
Number (for Police Department use): _____

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am: 1) the owner of the property; 2) business owner that has obtained permission from the property owner to conduct the proposed use/event or 3) a non-profit organization seeking to use city-owned property which is the subject of this application for a Temporary Use Permit and that this application is full and complete.

Applicant's Signature

Date

Owner Signature

Date

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Date Submitted: _____

Received By: _____

Property Owner Approval Required: ☐ Yes

☐ No

Departmental/Division Approval Required:

☐ Building Department

☐ Public Works

☐ City Clerk

☐ Parks and Recreation

☐ Planning

☐ Police Department

☐ Finance Department

☐ Fire Department

Outside Agency Approvals Required:

☐ LA County Health Department

☐ Department of Alcoholic Beverage Control (ABC)