



TEMPORARY USE PERMIT SUBMITTAL GUIDE

What is a Temporary Use Permit (TUP)?

A Temporary Use Permit (TUP) is a 3-week application process which allows the City's Zoning Administrator to authorize a temporary use of property in any zone district, without a public hearing, for a specifically stated time period not to exceed forty-five days in any calendar year. This process is primarily designed to accommodate special events and seasonal outdoor sales which are incidental to and customarily associated with a permitted use.

APPLICATION PROCEDURE

Step 1: Consult with the Planning Division and obtain the following items:

- (A) an application form;
- (B) a photocopy of the subject property from the "block books";
- (C) photocopies of any pertinent information from the address file;
- (D) if the proposed activity involves installation of a tent, a copy of the Fire Department's "tent requirements handout" (please consult the Fire Department regarding applicable Fire inspections and fees);
- (E) a Planning Division fee schedule;

Step 2: Prepare a letter and plans which adequately describe and illustrate the temporary use.

Letter: Include a complete description of the proposed uses/activities, the day(s) and hours of those activities, the expected number of employees and/or visitors, and any other information deemed relevant to the application. Also, please present within the letter justification for the following findings:

1. The granting of the application will not be detrimental or injurious to property or improvements in the vicinity, and will not be detrimental to the public health, safety, welfare, or convenience.
2. The proposed use will be located and conducted in a manner in accord with the Palo Alto comprehensive plan and the purposes of Title 18 (Zoning) of the Municipal Code.

Plans: A **SCALED SITE PLAN** (at least 1/8" = 1'0"). Show the location of all existing structures, and clearly indicate the area of the property where any proposed temporary structures or activities are to be located.

A **SCALED FLOOR PLAN** (at least 1/8" = 1'0"). If the proposed use is within a building, show the interior location of the activity within the existing floor plan.

Step 3: Submit a complete application at the Planning Division counter, 250 Hamilton Avenue, 5th floor. The counter is open Monday thru Friday, 8 A.M.-Noon and 1-5 P.M. Required items are as follows:

- (1) **Application form** (complete numbers 1, 3, 4, 5, and 6)
- (2) **Letter** (as described above).
- (3) **Plans (3 copies)** (as described above).



TEMPORARY USE PERMIT SUBMITTAL GUIDE

(4) **Filing fee**--refer to Planning Division fee schedule.

CITY REVIEW AND DECISION PROCEDURE

Temporary Use Permits are acted upon as follows:

1. During a review period of approximately two weeks, the application is assessed by various City departments (i.e. Planning, Fire, Police, etc.) for applicable requirements/permits.
2. The Zoning Administrator considers the departmental comments and renders a decision on the application. He/she may impose such reasonable conditions or restrictions as deemed necessary to secure the purposes of the zoning code and to assure operation of the temporary use in a manner compatible with existing and potential uses on adjoining properties and in the general vicinity.
3. A letter of decision and any conditions is mailed to the party identified as "applicant" (item 5) on the application form.

QUESTIONS AND INFORMATION

Zoning (Title 18)*:	Planning Division, 5th floor (650) 329-2442
Fire Prevention (Title 15)*:	Fire Department, 6th floor (650) 329-2184
Public Peace, Morals and Safety (Title 9)*, Vehicles and Traffic (Title 10)*	Police Department, 1st floor (650) 329-2406
Building Regulations (Title 16)*:	Inspection Services Division, 5th floor (650) 329-2496
Public Works and Utilities (Title 12)*:Public Works Department, 6th floor (650) 329-2151

*Palo Alto Municipal Code