

# TEMPORARY USE PERMIT (TUP) REGULATIONS



## WHAT IS A TEMPORARY USE PERMIT?

A Temporary Use Permit (TUP) (Chapter 8.108 City of Dublin Zoning Ordinance) is a minor land use approval permit that is issued for specific types of uses which have been determined to be temporary in nature. The City of Dublin recognizes 14 different types of temporary land uses. Temporary Use Permits are issued by the Community Development Department, provided that pre-established standard conditions of approval can and will be met.

- Festival/Street Fair
- Newspaper Recycling Bin
- Office Trailer – Commercial
- Outdoor Sales by Established Business
- Pumpkin Sales Lot
- Storage Container (Industrial/Residential)
- Temporary Construction Trailer
- Temporary Mobile Home/Manufactured Home
- Tract and Sales Office/Model Home Complex

## WHAT TYPES OF USES ARE PERMITTED WITH A TEMPORARY USE PERMIT?

The following types of uses or uses that are determined to be similar by the Community Development Director are permitted with an approved TUP within their respective zoning districts:

- Arts and Crafts Fair
- Automobile/Vehicle Storage Lot
- Carnival
- Christmas Tree Sales Lot
- Farmers Market

## WHAT STEPS ARE INVOLVED IN PROCESSING A TEMPORARY USE PERMIT?

### Application submittal

Planning Applications are submitted through our Citizen Self Service Portal (CSS). Please visit: [www.dublin.ca.gov/css](http://www.dublin.ca.gov/css) for instructions on how to submit applications, pay fees, receive and review documents, and stay updated on your application's status.

Refer to the Temporary Use Permit Requirements handout for what items are needed before submitting your application.

### Fees

**Minor TUP Fee:** See current fee schedule

**Major TUP Fee:** See current fee schedule

Major vs. Minor TUP applications are as determined by the Community Development Director.

The following items are regulated as a part of any TUP:

- \$500 refundable deposit fee to ensure proper clean-up of the site.
- All other documents per the application requirements for each type of temporary use applied for. Standard Submittal Requirements for a particular use type can be obtained from a City Planner. At minimum, all TUP applications must





be accompanied with a detailed written statement and site plan for the proposed temporary use.

#### Staff Review

Temporary Use Permit (TUP) applications are reviewed by a City Planner to determine its completeness. If the submittal has been determined to be complete, it will also be referred to other City departments (Police, Fire, Building, Public Works, etc.) for review and comment. Typically, TUPs can be processed within 5-10 business days.

If the application has been determined to be incomplete, further processing will be delayed until all the necessary documents have been submitted. If it has been determined that the submittal meets all of the established standards and requirements, the application shall consist of a City-stamped approval.

If the application has been denied, the applicant will be notified and provided with the reasons for denial.

### WHEN CAN I EXPECT TO RECEIVE MY REFUND DEPOSIT BACK?

If a City Planner has taken in a clean-up deposit for the temporary use, the deposit will be refunded after a Code Enforcement site visit has been conducted. If the Code Enforcement Officer is satisfied with the clean-up and restoration of the event site, a refund check will be released by the Finance Department and mailed to the TUP applicant.



### DO I NEED A TEMPORARY USE PERMIT FOR A NEIGHBORHOOD BLOCK PARTY?

No, however you would need to obtain a Block Party Permit that is issued by the City of Dublin Public Works Department. To obtain additional information or a Block Party Permit Application, please contact the Public Works Department at 925-833-6630.

### DO I NEED A TEMPORARY USE PERMIT FOR A FIREWORKS SALES BOOTH?

No. Temporary fireworks sales booths are regulated by the City of Dublin Fire Marshal. Fireworks sales booth permits are obtained annually by lottery for any

Dublin-based non-profit organization. For further fireworks sales prerequisite information and how to apply for the fireworks sales booth lottery, please contact the Fire Prevention Bureau at 925-833-6606.

