



# TEMPORARY USE PERMIT APPLICATION REQUIREMENTS

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## ARTS AND CRAFTS FAIR

1. A **written description** of the proposed Arts and Crafts Fair including:
  - a. location/site address of the event;
  - b. proposed hours and duration of operation;
  - c. a list of amusement rides and/or activities to be provided;
  - d. a list of merchandise and/or type of food for sale;
  - e. proposed lighting and type of power source needed;
  - f. location of trash containers and details of litter collection; and
  - g. any flammable, explosive or hazardous materials to be used.
2. A **detailed diagram** of the site upon which the Arts and Crafts Fair will take place. The diagram shall indicate the following:
  - a. location and dimension of all amusement rides, activities, booths, tents, and equipment (power source, trash containers, etc.);
  - b. location of driveways and parking areas;
  - c. pedestrian and vehicular access and circulation; and
  - d. all proposed signage including flags, banners, balloons, pennants, and searchlights.

## AUTOMOTIVE DEALERSHIP PROMOTIONAL TENT SALES

1. A **written description** of the proposed Promotional Tent Sales including:
  - a. location/site address of the event;
  - b. proposed hours and duration of operation;
  - c. proposed lighting and type of power source needed; and
  - d. any flammable, explosive or hazardous materials to be used.
2. A **detailed diagram** of the site upon which the outdoor sale will take place. The diagram shall indicate the following:
  - a. location and dimension of all booths, tents, and equipment (power source, trash containers etc.);
  - b. location of driveways and parking areas;
  - c. pedestrian and vehicular access and circulation; and
  - d. all proposed signage including banners, flags, balloons and/or searchlights.

## AUTOMOBILE/VEHICLE STORAGE LOT

1. A **written description** of the proposed Automobile/Vehicle Storage Lot, including:
  - a. location/site address of the proposed Automobile/Vehicle Storage Lot;
  - b. proposed hours and duration of vehicle storage (maximum duration for vehicle storage is 6 consecutive months);
  - c. number of vehicles being stored;
  - d. name, address, and telephone number of the owner(s) of the vehicles being stored (all vehicles must belong to a Dublin based business); and
  - e. security measures implemented for the vehicle storage, i.e. employee monitoring, private security, lighting\*, etc.
2. A **detailed diagram** of the site where the Automobile/Vehicle Storage Lot will be located. The diagram shall indicate the following:
  - a. location and dimensions of the vehicle storage area;
  - b. proximity of vehicle storage to existing buildings on-site (if any);
  - c. location of all driveways and parking areas;
  - d. pedestrian/vehicular access and circulation; and
  - e. the location of existing lighting in relation to the vehicle storage area.

## CARNIVAL

1. A **written description** of the proposed Carnival including:
  - a. location/site address of the event;
  - b. proposed hours and duration of operation;
  - c. a list of amusement rides and/or activities to be provided;
  - d. a list of merchandise and/or type of food for sale;
  - e. proposed lighting and type of power source needed;
  - f. location of trash containers and details of litter collection; and
  - g. any flammable, explosive or hazardous materials to be used.
2. A **detailed diagram** of the site upon which the Carnival will take place. The diagram shall indicate the following:
  - a. location and dimension of all amusement rides, activities, booths, tents, and equipment (power source, trash containers etc.);
  - b. location of driveways and parking areas;
  - c. pedestrian and vehicular access and circulation; and
  - d. all proposed signage including flags, banners, balloons, pennants, and searchlights.

## CHRISTMAS TREE SALES LOT

1. A **written description** of the proposed Christmas Tree Sales Lot including:
  - a. location/site address of the Christmas Tree Sales Lot;
  - b. proposed hours and duration of operation;
  - c. a list of any amusement rides and/or activities to be provided;
  - d. a list of merchandise and/or type of food for sale;
  - e. proposed lighting and type of power source needed;
  - f. location of trash containers and details of litter collection; and
  - g. any flammable, explosive or hazardous materials to be used.
2. A **detailed diagram** of the site upon which the Christmas Tree Sales Lot will take place. The diagram shall indicate the following:
  - a. location and dimension of all amusement rides, activities, booths, tents, and equipment (power source, trash containers etc.);
  - b. location of driveways and parking areas;
  - c. pedestrian and vehicular access and circulation; and
  - d. all proposed signage including business identification signs in the form of banners, flags, other banners, balloons, pennants, and searchlights.

## CONSTRUCTION EQUIPMENT STORAGE YARD

1. A **written description** of the proposed Construction Equipment Storage Yard, including:
  - a. construction equipment storage yard;
  - b. its use;
  - c. its location;
  - d. proposed hours and the duration of operations;
  - e. the material(s) and/or equipment to be stored on site; and
  - f. the method of storage of the material(s) and/or equipment.
2. A **detailed diagram** of the site upon which the Temporary Construction Equipment Storage Yard will take place. The diagram shall indicate the following:
  - a. location of any and all areas designated for materials and equipment storage; and
  - b. all proposed signage on the storage yard.
3. **Tract map or site plan** for the development with the location of the Temporary Construction Equipment Storage Yard clearly shown.

## CONSTRUCTION TRAILER

1. A **written description** of the proposed Construction Equipment Storage Yard including:
  - a. the construction trailer;
  - b. its use;
  - c. its location; and
  - d. its hours of operation.
2. A **detailed diagram** of the site upon which the Temporary Construction Trailer will take place. The diagram shall indicate the following:
  - a. location of the trailer;
  - b. any storage areas for materials;
  - c. the roadway(s) that will serve the trailer; and
  - d. all proposed signage.

## FARMERS' MARKET

1. A **written description** of the proposed market including:
  - a. location/site address of the event;
  - b. proposed hours and duration of operation;
  - c. a list of merchandise and/or type of food for sale;
  - d. proposed lighting and type of power source needed;
  - e. location of trash containers and details of litter collection; and
  - f. any flammable, explosive or hazardous materials to be used.
2. A **detailed diagram** of the site upon which the Farmers Market will take place. The diagram shall indicate the following:
  - a. location and dimension of all booths, tents, and equipment (power source, trash containers etc.);
  - b. location of driveways and parking areas;
  - c. pedestrian and vehicular access and circulation; and
  - d. all proposed signage including flags, banners, balloons, pennants, and searchlights.

## FESTIVAL/STREET FAIR

1. A **written description** of the proposed event including:
  - a. location/site address of the event;
  - b. proposed hours and duration of operation;
  - c. a list of amusement rides and/or activities to be provided;
  - d. a list of merchandise and/or type of food for sale;
  - e. proposed lighting and type of power source needed;
  - f. location of trash containers and details of litter collection; and
  - g. any flammable, explosive or hazardous materials to be used.
2. A **detailed diagram** of the site upon which the Festival/Street Fair will take place. The diagram shall indicate the following:
  - a. location and dimension of all amusement rides, activities, booths, tents, and equipment (power source, trash containers etc.);
  - b. location of driveways and parking areas;
  - c. pedestrian and vehicular access and circulation;
  - d. all proposed signage including flags, banners, balloons, pennants, and searchlights.
3. An **encroachment permit** shall be secured from the Public Works Department, if the Festival/Street Fair proposes to close any public right-of-way.

## MOBILE HOME/MANUFACTURED HOME

1. A **site plan** approved by the Departments of Community Development and Public Works for the lot on which the permanent living quarters will be constructed with the Mobile Home/Manufactured Home, the permanent living quarters, and property boundaries clearly shown.
2. A copy of a valid building permit for the permanent living quarters.
3. A copy of a valid building permit for the Mobile Home/Manufactured Home showing it as being located on a permanent foundation system acceptable to the City's Building Official. The Mobile Home/Manufactured Home must meet the definition for those types of homes as defined by the Zoning Ordinance.
4. Proof that the mobile home was either:
  - a. constructed after September 15, 1971, and issued an insignia of approval by the California Department of Housing and Community Development; or
  - b. constructed after July 15, 1976, and issued an insignia of approval by the U.S. Department of Housing and Urban Development.
5. Proof of connection of the Mobile Home/Manufactured Home to a public sewer system or proof of a prepaid contract for the term of the building permit for the permanent living quarters guaranteeing that the holding tanks of the Mobile Home/Manufactured Home will be pumped on a monthly basis by a bonafide holding tank pumping service.

## NEWSPAPER RECYCLING BIN

1. A **written description** of the proposed event including:
  - a. location/site address of the event;
  - b. proposed hours and duration of operation;
  - c. group responsible for maintaining the collection bin; and
  - d. schedule of when collection bin will be emptied.
2. A **detailed diagram** of the site upon which the Newspaper Recycling Bin will be located. The diagram shall indicate the following:
  - a. location and dimension of Newspaper Recycling Bin;
  - b. location of driveways and parking areas;
  - c. pedestrian and vehicular access and circulation; and
  - d. all proposed signage.

## OFFICE TRAILER – COMMERCIAL

1. A **written description** of the proposed Commercial Office Trailer including:
  - a. the construction trailer;
  - b. its use; and
  - c. its hours of operation.
2. A **detailed diagram** of the site upon which the Commercial Office Trailer will be located. The diagram shall indicate the following:
  - a. location of the Commercial Office Trailer clearly shown;
  - b. location of driveways and parking areas;
  - c. pedestrian and vehicular access and circulation;
  - d. landscaping plan showing proposed landscaping and the location of the hardscape areas and fences, if applicable; and
  - e. all proposed signage.

## OUTDOOR EVENT BY ESTABLISHED BUSINESSES

1. A **written description** of the proposed event including:
  - a. location/site address of the event;
  - b. proposed hours and duration of operation;
  - c. a list of merchandise and/or type of food for sale;
  - d. proposed lighting and type of power source needed;
  - e. location of trash containers and details of litter collection; and
  - f. any flammable, explosive or hazardous materials to be used.
2. A **detailed diagram** of the site upon which the outdoor event will take place. The diagram shall indicate the following:
  - a. location and dimension of all booths, tents, and equipment (power source, trash containers etc.);
  - b. location of driveways and parking areas;
  - c. pedestrian and vehicular access and circulation; and
  - d. all proposed signage including banners, flags, balloons, and/or searchlights.

## OUTDOOR SALES BY ESTABLISHED BUSINESSES

1. A **written description** of the proposed event including:
  - a. location/site address of the event;
  - b. proposed hours and duration of operation;
  - c. a list of merchandise and/or type of food for sale;
  - d. proposed lighting and type of power source needed;
  - e. location of trash containers and details of litter collection; and
  - f. any flammable, explosive or hazardous materials to be used.
2. A **detailed diagram** of the site upon which the outdoor sale will take place. The diagram shall indicate the following:
  - a. location and dimension of all booths, tents, and equipment (power source, trash containers etc);
  - b. location of driveways and parking areas;
  - c. pedestrian and vehicular access and circulation; and
  - d. all proposed signage including banners, flags, balloons, and/or searchlights.

## OUTDOOR SKATING RINK

1. A **written description** of the proposed event including:
  - a. location/site address of the event;
  - b. proposed hours and duration of operation;
  - c. a list of merchandise and/or type of food for sale;
  - d. proposed lighting and type of power source needed;
  - e. location of trash containers and details of litter collection; and
  - f. any flammable, explosive or hazardous materials to be used.
2. A **detailed diagram** of the site upon which the outdoor skating rink will take place. The diagram shall indicate the following:
  - a. location and dimension of all booths, tents, and equipment (power source, trash containers etc);
  - b. location of driveways and parking areas;
  - c. pedestrian and vehicular access and circulation; and
  - d. all proposed signage including banners, flags, balloons, and/or searchlights.

## PUMPKIN SALES LOT

1. A **written description** of the proposed Pumpkin Sales Lot including:
  - a. location/site address of the Pumpkin Sales Lot;
  - b. proposed hours and duration of operation;
  - c. a list of any amusement rides and/or activities to be provided;
  - d. a list of merchandise and/or type of food for sale;
  - e. proposed lighting and type of power source needed;
  - f. location of trash containers and details of litter collection; and
  - g. any flammable, explosive or hazardous materials to be used.
2. A **detailed diagram** of the site upon which the Pumpkin Sales Lot will take place, indicating the following:
  - a. location and dimension of all amusement rides, activities, booths, tents, and equipment (power source, trash containers etc.);
  - b. location of driveways and parking areas;
  - c. pedestrian and vehicular access and circulation; and
  - d. all proposed signage including business identification signs in the form of banners, flags, other banners, balloons, pennants, and searchlights.

## STORAGE CONTAINER

1. A **written statement** describing:
  - a. the storage container;
  - b. what material(s) will be stored in the container;
  - c. the method of storage of the material(s); and
  - d. its location.
2. A **detailed diagram** of the parcel upon which the Storage Container will be placed including the location of the container, adjacent structures, and the road(s) that will serve the container.

## TRACT AND SALES OFFICE/MODEL HOME COMPLEX

1. A **detailed diagram** of the site upon which the Tract and Sales Office/Model Home Complex will take place. The diagram shall indicate the following:
  - a. location of the lots upon which the Tract and Sales Office/Model Home Complex will be constructed and the roadways that will serve them;
  - b. each lot upon which a sales office or model home is to be constructed. The diagram shall indicate the unit number and type and show the outline of the unit on the lot. The diagram shall also show pad elevations, any driveway areas and special features;
  - c. circulation and parking to be provided for the Tract and Sales Office/Model Home Complex;
  - d. a landscaping plan showing proposed landscaping and the location of the hardscape areas and trap fences; and
  - e. All proposed signage including banners, flags, and pennants.
2. **Tract map or site plan** for the development with the location of the Tract and Sales Office/Model Home Complex clearly shown.

