



CITY *of* CALABASAS

**Community Development Department**

**Planning Division**

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# Supplemental Application

## TEMPORARY USES

For Temporary Use Permits

### TEMPORARY USE PERMIT SUMMARY

**Location Information (print or type)**

Location of Activity: \_\_\_\_\_

Name of Business or Activity: \_\_\_\_\_

Number of anticipated attendees? \_\_\_\_\_ Hours of operation? \_\_\_\_\_

Will there be live entertainment?  No  Yes (if Yes please explain) \_\_\_\_\_

Will you serve alcohol?  No  Yes (if Yes what type) \_\_\_\_\_

Sales Tax Number: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_



## Application Filing Requirements

### SUBMITTAL CHECKLIST

#### MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate materials and documents to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist is not used to determine whether a project application is complete for purposes of the Permit Streamlining Act.

#### Temporary Use Permit:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application – Temporary Uses*.
- Three (3) copies of illustrations, sketches or drawings of sufficient size and clarity to show without further explanation the following: size and location of the property, location of the adjacent street, location and size of all structures on the site, location of structures on adjacent lots, location and number of parking spaces, and location of any temporary fences, signs, or structures to be installed as part of the temporary use;
- Statement of Operations. Letter describing the hours of operation, days that the temporary use will be on the site, number of people staffing the use during operation, anticipated number of people using the facility during commercial operation, and other information about the operation of the use that pertains to the impact of the use on the community or on adjacent uses.
- Letters from Abutting Property Owners. For uses proposed to last more than thirty-five (35) consecutive days per calendar year (where listed as allowable uses in the applicable zoning district by Article II) letters signed by the property owners of each lot abutting the site on which the temporary use is proposed to be located. The letters shall acknowledge the proposed use, and dates and times of operation, and state the abutting property owner's agreement to the operation of the temporary use as described. Applications for which the applicant is unable to obtain these letters may be converted to a standard conditional use permit where the use is allowed with conditional use permit approval by the applicable zoning district.
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

#### APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee  
Community Development Director