



Temporary Use Permit Application Process

What is a Temporary Use Permit?

A temporary use permit (TUP) is a permit that allows for activities/events, temporary in nature, that possess characteristics of such unique and special form as to make their operation impractical without specific approval. Sample activities include, but are not limited to:

- A dance, concert, or sporting event open to the general public
- A public event where food/alcohol is served
- An event where a tent/canopy is set up within a public place
- Fundraising Activity
- Circuses, Carnivals, and Fairs
- Street closures

What is the TUP Application Process?

- Submit a complete TUP application with the Planning Division in-person or via email.
 - **In-person:** Planning Division, 1600 W. Beverly Boulevard, Montebello, CA 90640 (Monday to Thursday, from 8:00 a.m. to 5:00 p.m.); or
 - **Email:** planningdepartment@montebelloca.gov.
- All applications (PDF) should be submitted (with all supporting documentation) no less than 3 weeks prior to the event, in order to provide ample time for review and approval.
- Once received, the application will be routed to various departments for their review and comments.
- If the application is approved, staff will contact you for payment and issue the TUP permit.

TUP Application Submittal Requirements?

- Submit a complete TUP Application with all required signatures (property owner, business owner and applicant).
- Aerial and/or Site Plan clearly identifying your proposed event location.
- Identify and dimension the proposed layout of booths, tables, chairs, tents, etc. for the day of the event on the aerial and/or site plan.
- A signed letter from the property owner on company letterhead, if you are not the property owner.
- Proof of Certificate of Liability insurance listing the "City of Montebello" as an additional insure, if the event is held on city property. Coverage shall include \$1M per occurrences and \$2M aggregate.
- Additional information may be requested.



Temporary Use Permit Application

Applicant: _____ Organization: _____

Address: _____ City: _____

Phone: _____ E-Mail: _____

Location/Address of Activity: _____

Date(s) and Time(s) of Activity: _____

Anticipated Attendance: _____

Description:

Check of all that apply and identify total of each item (if applicable)

- Table(s) _____ Security Guards _____ Food/Alcohol Served (Yes/No) _____
- Chairs _____ Canopy (add dimensions) _____ Street Closure (Yes/No) _____

SIGNATURES:

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for approval of the plans submitted and made a part of this application in accordance with the provisions of the City Ordinances, and I hereby certify that the information given is true and correct to the best of my knowledge and belief. I hereby certify that this application and supporting submittals is an application for a development permit and therefore subject to time limits for processing as established by State law. I have read all applicable sections of this application and other relevant information and understand what is required of me during this project review process.

Applicant: _____ Date: _____

Business Owner: _____ Date: _____

Property Owner: _____ Date: _____



FOR CITY COMPLETION:

Date Application received: _____

Date/Fee Paid: _____

Received by: _____

Permit Number: _____

APPROVED BY:

Parks & Recreation Department: _____ Date: _____

Planning Division: _____ Date: _____

Building Division: _____ Date: _____

Fire Department: _____ Date: _____

Police Department: _____ Date: _____

Public Works Department: _____ Date: _____

***Conditions are attached to this application and permit once issued.**

INDEMNIFICATION CLAUSE:

1. It is understood that any permit issued pursuant to this application will not grant any right or privilege to use any building or land contrary to the provisions of law or of any ordinance of the City of Montebello. All provisions of law and of ordinance governing the use of the aforesaid building or land will be complied with, whether specified or not.
2. The applicant or any interested aggrieved person may appeal the determination of the Director of Planning & Community Development or the Planning Commission within ten (10) calendar days from the date of such determination. All appeals must be filed within ten (10) calendar days after the decision of the Director of Planning & Community Development or Planning Commission. The appeal must be in writing. The required appeal fee as adopted by the City Council must accompany an appeal to the Planning Commission of a decision of the Director of Planning & Community Development or an appeal to the City Council of a decision of the Planning Commission or it will be considered incomplete. Prior to submitting your appeal, please check with staff regarding the amount of the appeal fee due. A Building Permit will not be issued until after this 10-day appeal period. If an action of the Commission is appealed, the City Council will hear the appeal and render a final decision.
3. I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the City grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I therefore agree to accept this responsibility for defense at the request of the City and also agree to defend, indemnify and hold the City harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorney's fees that might result from the third party challenge.
4. The applicant and property owner hereby grant permission for City staff to enter and inspect the subject property as required to evaluate this application.