

City of Pomona Planning Division TEMPORARY USE PERMIT APPLICATION

(OFFICE USE ONLY
CASE NO:	
DATE RECEIVED:	
RECEIVED BY:	

Permitted uses, subject to the issuance of a Temporary Use Permit , are listed in Section .583(E) of the Pomona Zoning Code. For any questions regarding specific uses not listed in the Pomona Zoning Code, please contact the Pomona Planning Division at (909) 620 – 2191.

Please reference the timelines below and submit applications accordingly. The City of Pomona Planning Division does <u>not</u> accept incomplete applications and all required documents and exhibits are due at the time of submittal.

- For proposed circuses, carnivals, fairs or similar amusement enterprises in residential zones, applications must be submitted at least <u>thirty (30)</u> <u>days</u> prior to date of event.
- Other permissible events must submit application at least <u>ten (10) days</u> prior to date of the proposed event.

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- □ PROPERTY OWNER'S AFFIDAVIT
- ☐ SITE PLAN

Site plan should indicate all property lines, parking areas, building foot prints access roads and area of proposed use. Must be to scale.

- ☐ MAP
- ☐ FLOOR PLAN (If Applicable)

For circuses, carnivals, and fairs, etc. in residential zones. The following items must be submitted in addition to the listed submittal requirements:

■ RADIUS MAP

One copy of a radius map provided by applicant showing all properties within 400 feet of the subject property.

□ PUBLIC NOTICING INFORMATION PACKET
List of property owners within 400 feet of proposed
project typed on mailing labels. A certified property
owners list affidavit must be provided by the
company/firm preparing the labels

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PROJECT INFORMATION	I AND	DESCRIPTION
Project Address:		Zoning:
Date(s) of Event:	Hours	of Operation:
Purpose of the Event:		
What type of activities are proposed?		
How many people are expected to attend the event?		
Where will parking be provided?		
Will the proposed event take up existing parking spaces, if so how n	nany? _	
Will there be a stage? If so, a building permit may be required		
Will on-site security be provided?		
What is the required set up time?		

What kinds of e		AND DESCRIPTION (CONT.)		
Will there be co	oking? Will it use gas?			
What is the requ	uired advertising time?			
·		they contracting with a private business for services during the		
If a private busi	ness is contracted, do they have a Pomona Cit	ty Business License?		
	CONTACT	INFORMATION		
	Name:			
APPLICANT	Phone/Email:			
	Address:			
	Name:			
PROPERTY OWNER	Phone/Email:			
Address:				
	at the foregoing statements and information and best of my knowledge.	re true and that any submitted material, statements or plan designs		
_	Applicant's Signature	Date		
STATE OF CALIF	FORNIA))SS	WNER'S AFFIDAVIT		
OF PROPERTY I CONTAINED ANI	NVOLVED IN THIS PETITION, AND THAT TH	WORN, DEPOSE AND SAY, THAT I/WE AM/ARE THE OWNER(S) HE FOREGOING STATEMENTS AND ANSWERS HEREIN ED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE		
SWORN TO BEF	ORE ME THIS SIGNED:			
DAY OF	·	ADDRESS:		
		CITY:		
NOTARY PUBLIC	7	TELEPHONE:		