



5775 CARPINTERIA AVENUE • CARPINTERIA, CA 93013-2697
(805) 684-5405 • FAX (805) 684-5304 • www.ci.carpinteria.ca.us

TEMPORARY USE PERMIT

Answer all questions completely and accurately to the best of your knowledge. Use additional sheets if necessary and provide any other information that you feel may be relevant. The more complete your application is, including this information when initially submitted, the sooner it can be processed by the City. Applicants are encouraged to submit applications as early as possible in order to expedite review and ensure meeting scheduled event dates.

Date _____

Name of Applicant _____ Phone _____

Company Name _____

Address _____

Assessors Parcel Number (available at counter) _____

Site Address _____

Include a detailed site plan showing all street addresses or exterior boundaries of the property by streets, alleys, property lines, etc. On your site plan, show specifically where you are proposing the temporary use, including detailed measurements, dimensions of any structures, etc. Provide photos of the site and any structures or equipment that will be a permanent part of your proposed use.

Present use of the property _____

Zone Designation (available at counter) _____

Property owner's name _____ Phone _____

Address _____

Property owner's signature of consent _____

Type of use being applied for _____

Dates & times of the proposed temporary use (attach additional sheets if necessary):

From _____ To _____ Time _____

From _____ To _____ Time _____

Type & quantity of equipment on site: _____

Will the use have an impact on traffic? If yes, please explain. _____

Do you require the support of law enforcement? _____

What size crowd do you feel the use will generate? _____

Will the use require any street closures? If yes, please list. _____

Will this activity cause any disturbance, noise or congestion in the vicinity of the proposed activity? Yes _____ No _____
if yes, please explain & give mitigating measures:

Submittal Checklist:

- Complete application
- Detailed site plan
- Mailing Labels (see page 3)
- Photographs of site & any proposed structures
- Application Fee

I hereby certify that the information included herein is true and accurate.

Signature of Applicant Date

<u>Office Use Only</u>	
Fee Paid \$310.00 Staff/\$995.00 PC Fee / Deposit	Received By _____ Date _____ Receipt _____
_____ Community Development Director	_____ Date
_____ Secretary, Planning Commission	_____ Date

**City of Carpinteria
Community Development Department**

Temporary Use Permit Processing Guide

Please note: Temporary Use Permit applications take a **minimum** of 20 calendar days to process once the application is deemed complete. Please submit your application far enough in advance of the event or activity to allow for permit processing. The permit process may take longer should the Community Development Director’s decision be appealed. Applicants must also provide mailing labels detailed below.

Processing Timeline

- Step 1 Complete application is submitted to the Community Development Department for processing. Within 10 days of submitting a complete application, the Community Development Director will decide on the TUP request.

- Step 2 The Community Development Department will mail notices of the application and the Director’s decision to the applicant and adjacent property owners. Any aggrieved party may file an appeal of the Community Development Director’s decision within 10 calendar days from the date of action pursuant to Carpinteria Municipal Code Chapter 14.78.

- Step 3 If no appeal is filed within 10 calendar days, the Director’s decision will become final.

- Step 4 If an appeal is filed, the Director’s decision will be voided pending review and decision by the Planning Commission. The appeal would be heard at the next available Planning Commission meeting.

Step 1	10-day review period	Step 2	10-day appeal period	Step 3
Application is submitted and determined complete.		Decision on application made by the Community Development Director. Decision may be appealed to the Planning Commission.		If no appeal is filed, the Director’s decision will become final.

MAILING LABELS

- **3 SETS**
- **300 FT. RADIUS MAP (OWNER) AND 100 FT. RADIUS MAP (OCCUPANT)**
Labels for property owners within 300’ radius and occupants within 100’radius and applicable map may be obtained from S.B. County Assessor’s Office @ 105 E. Anapamu St., Rm. 204, Santa Barbara, CA 93101, Phone 568-2550 or 568-3264 (Cost is ~ \$50, takes 2-3 days)

Applicants may have an independent contractor prepare the map and mailing labels. Consistent with the information obtained from the County, three (3) sets of mailing labels, 300 ft. and 100 ft. radius map that shall include the following:

- The subject parcel should be shaded in color.
- A 300-foot boundary line drawn around the subject parcel (owners).
- A 100-foot boundary line drawn around the subject parcel (occupants).
- Each of the affected parcels shaded in a different color.
- Parcel numbers on the affected parcels.
- A scale
- A north arrow
- The name, address and phone number of the person preparing and certifying the map
- All of the above information to be on 11 x 17 size paper
- Mailing labels shall include the owned or occupied parcel for which the label refers to.
- Mailing labels identifying the current property owner on the most current Tax Assessor’s Roll (not older than 30 days) AND Certification that the mailing labels are the most current available.

- **3 SETS OF LABELS ADDRESSED TO THE PROPERTY OWNER, THE APPLICANT AND THE PROJECT AGENT.**