



## TEMPORARY USE PERMIT APPLICATION

- |   |   |
|---|---|
| <input type="checkbox"/> Banner/Pennant * | <input type="checkbox"/> Garage Sale          |
| <input type="checkbox"/> Window Sign      | <input type="checkbox"/> Outdoor Display/Sale |
| <input type="checkbox"/> Other            | <input type="checkbox"/> Special Event        |

Applicant \_\_\_\_\_ Ph: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Business Name: \_\_\_\_\_ Event Address: \_\_\_\_\_

Brief Event Description (attach detailed description): \_\_\_\_\_

Date(s) of event \_\_\_\_\_ Total Days \_\_\_\_\_ Hours of Operation \_\_\_\_\_

**For Banner Applications Only – Attach drawing or photo:**

Length/Height: \_\_\_\_\_ / \_\_\_\_\_ Color: \_\_\_\_\_ Location: \_\_\_\_\_ Display Dates: \_\_\_\_\_

Message: \_\_\_\_\_

**Garage Sales** - San Dimas Zoning Ordinance permits 3 garage/yard sales in residential zones per calendar year. **Each sale may not exceed 3 consecutive days. SIGN REQUIREMENTS ON REVERSE SIDE OF FORM.**

**Banners, pennants** and other similar signs for the purpose of announcing a special event, such as a grand opening, holiday or civic related special event, or similar announcement unique in nature, may be permitted by the Planning Department. **San Dimas Zoning Ordinance allows a maximum of 6 temporary banner permits within a calendar year not to exceed at total of 60 days. The maximum banner display is 30 days. The maximum size of a temporary banner shall not exceed forty square feet in area.**

**Outdoor display and sales** shall not exceed a period of 3 consecutive days, with a maximum of 4 sales per calendar year.

**Special Events** (such as pumpkin or Christmas tree sales lots, sidewalk sales, carnivals, or other outdoor events). Car Show events also require the Supplemental Descriptive Information Questionnaire. **See next page for submittal checklist.**

**I, the undersigned, have read, understand and accept, and will comply with the above conditions and the requirements of the San Dimas Municipal Code. I understand that any violation of the aforementioned conditions shall result in immediate revocation of this permit. I hereby certify that the information I have submitted (see submittal requirements on back of this form) is complete and accurate.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature/Authorization

\_\_\_\_\_  
Date

**Planning Department Use Only**

**APPROVED/ DENIED**

\_\_\_\_\_  
**PLANNING DEPARTMENT**

\_\_\_\_\_  
**DATE**

**TA-**

**FEE:**

**\* For Sale and/or Leasing banners of nonresidential properties have different limitations and requirements, please use "For Sale and/or Leasing" banner application.**

# SPECIAL EVENT SUBMITTAL REQUIREMENTS

***The following shall be submitted with the Temporary Use Permit application for outdoor display/sale or other special event, excluding garage sales:***

1. **Site Plan:** Indicate the location of all activities and temporary facilities, such as, booths, tables, parking and access, electrical power source, restrooms, bleachers, stage. Show location of all existing FIRE LANES (event shall not obstruct or be located within a FIRE LANE).
2. **Letter of Description:** Describe the event, such as:
  - Detailed description of purpose of event, and activities offered. If activities vary during course of event, provide a schedule.
  - Private versus public event?
  - Dates, hours of operation and hours for set-up and tear-down?
  - Will food and/or drink be sold? If so, provide documentation that you have submitted an application to LA County Health Department.
  - Will alcoholic beverages be sold for on-site consumption? If so, show designated drinking area on Site Plan. If so, provide documentation that you have submitted an application to California Department of Alcoholic Beverage Control (ABC).
  - Will there be any generators for electrical power? If so, show location on Site Plan.
  - Will there be amplified music or sound system? If so, show speaker locations on Site Plan.
  - Will there be any temporary lighting? If so, show light locations on Site Plan.
3. **Traffic Control Plan:** Events that propose to block existing driveways and on-site drive aisles shall provide a Traffic Control Plan indicating alternative access. Describe how you will control access (e.g., signs, temporary fencing, traffic barricades, traffic cones, yellow tape, parking attendants, etc.). If you propose temporary traffic lane closure or full street closure, then you must also submit an application to the Public Works Department.

## GARAGE SALE SIGNAGE

In conjunction with a garage and yard sale permit, temporary signs are permitted to direct traffic from major and collector streets to the subject property. Such signs shall comply with the following:

- Maximum sign area of six square feet and maximum height of four feet.
- A maximum of four signs which should generally be placed at a change in direction with the signs for any particular garage or yard separated by a minimum of one hundred feet from other signs for the same garage or yard sale.
- Balloons, flags, pennants, lighting and other attention getting devices shall not be attached to or appurtenant to any sign.
- No such sign shall be placed in any median, public right-of-way or on any public property. Placement on private property requires permission of the property owner. Such signs shall not be attached to any utility pole, street light, traffic signal pole, parked vehicle or tree.
- All such signs shall include the address of the property and name and telephone number of the person conducting the garage and yard sale.
- Signs shall be of durable material and securely fastened or installed.