



CITY OF WESTMINSTER
 PLANNING DIVISION
 8200 WESTMINSTER BLVD.
 WESTMINSTER, CA 92683
 714-548-3247
www.westminster-ca.gov

STAFF USE ONLY

HDL PERMIT NO.

DATE STAMP

TEMPORARY USE/TEMPORARY EVENT PERMIT APPLICATION

A complete application must be filed at least **14 days** prior to the start of the event

TEMPORARY USE/EVENT LOCATION

BUSINESS NAME	BUSINESS LICENSE NUMBER	DATE OF EXPIRATION
ASSESSOR'S PARCEL NUMBER	STREET ADDRESS	

TEMPORARY USE/EVENT DESCRIPTION

DATE(S) OF USE/EVENT	HOURS OF OPERATION
DESCRIBE IN DETAIL THE PURPOSE AND ACTIVITIES OF THE PROPOSED TEMPORARY USE OR TEMPORARY EVENT (ATTACH ADDITIONAL DESCRIPTION, IF NECESSARY)	

APPLICANT INFORMATION CONTACT PERSON(S) DURING EVENT

APPLICANT NAME			PERSON(S) LISTED MUST BE PRESENT AT ALL TIMES DURING THE EVENT AND MUST HAVE THE AUTHORITY TO MAKE DECISIONS CONCERNING THE EVENT OR USE.		
APPLICANT ADDRESS			CONTACT NAME		
CITY	STATE	ZIP CODE	PHONE	E-MAIL	
PHONE	FAX		CONTACT NAME		
MOBILE	E-MAIL (REQUIRED)		PHONE	E-MAIL	

PROPERTY OWNER AUTHORIZATION

I declare that I am the legal owner of record of the land specified in this application. As the owner, I hereby certify the submission of an application for a Temporary Use or Temporary Event Permit. Further, I declare that I fully understand and authorize all actions proposed within this application, and authorize the above-named applicant or agent to act on my behalf on all matters relating to this application, including negotiations, discussions and communications with staff from the City of Westminster. This authorization shall remain valid until invalidated in writing.	X	Property Owner Name (Print)	
	X	Property Owner Signature	Date of Signature

APPLICANT'S DECLARATION

I hereby certify under penalty of perjury that all statements herein are true and correct to the best of my knowledge and I am fully authorized by the property owner to apply for this permit. I understand that any false statements or omissions may result in denial of this permit. I further acknowledge that I agree to fully comply with all regulations set forth by the City of Westminster as they relate to the issuance of the Temporary Use/Temporary Event Permit.	X	Applicant Name (Print)	
	X	Applicant Signature	Date of Signature

STAFF USE ONLY

FEE: <input type="checkbox"/> OUTDOOR SALES, \$75.00 <input type="checkbox"/> ALL OTHER, \$195.00	ACCOUNT NO. 61050-35000-0325
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TEMPORARY USE/EVENT DESCRIPTION CONTINUED

	YES	NO
<p>1. WILL A TENT OR OTHER TEMPORARY STRUCTURE BE ERECTED ON SITE? IF YES, IDENTIFY THE TYPE, QUANTITY AND SIZE OF EACH TEMPORARY STRUCTURE BELOW.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. WILL ELECTRICITY BE NEEDED ON SITE? IF YES, IDENTIFY THE ELECTRICAL NEEDS FOR THE EVENT OR USE (E.G., TEMPORARY LIGHTING, GENERATOR, ETC.) BELOW.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. WILL A FENCE BE ERECTED ON SITE? IF YES, IDENTIFY FENCE HEIGHT AND TYPE BELOW.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. WILL FOOD AND/OR DRINK BE SOLD AND SERVED AS PART OF THE EVENT? IF YES, IDENTIFY THE COOKING FACILITIES REQUIRED ON SITE, AND NAME OF ANY VENDOR(S) BELOW.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. WILL ALCOHOLIC BEVERAGES BE SOLD AND/OR SERVED AS PART OF THE EVENT?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. WILL THERE BE ANY LIVE ENTERTAINMENT AND/OR AMPLIFIED SOUND IN CONJUNCTION WITH THE EVENT? IF YES, DESCRIBE THE LIVE ENTERTAINMENT OFFERED, THE TYPE OF AMPLIFIED SOUND PROVIDED, AND A LIST OF PERFORMERS BELOW.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. WILL PORTABLE BATHROOMS BE USED DURING THE EVENT?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. WILL TEMPORARY SIGNAGE BE DISPLAYED TO IDENTIFY AND/OR ADVERTISE THE EVENT? IF YES, IDENTIFY THE TYPE, SIZE, AND NUMBER OF TEMPORARY SIGNS. ALSO, IDENTIFY SIGN LOCATIONS ON A SITE PLAN.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. HOW MANY PEOPLE ARE ANTICIPATED TO ATTEND THE EVENT? _____</p>		



GENERAL INFORMATION

WHEN DO I SUBMIT FOR A TEMPORARY USE/TEMPORARY EVENT PERMIT?

A complete application, as described below, must be filed at least **14 days** prior to the start of the event

WHAT TYPES OF TEMPORARY USES OR EVENTS ARE ALLOWED?

The following types of uses may be allowed subject to the approval of a Temporary Use or Temporary Event Permit (Westminster Municipal Code Section 17.540.015):

- Construction yards
- Grand openings
- Open house (customer appreciation events)
- Temporary residence (during construction of a single-family dwelling)
- Storage
- Temporary real estate sales offices
- Temporary structures (i.e., classrooms, offices, or similar structures, including manufactured or mobile units)
- Temporary work trailers
- Outdoor events (display or exhibit events, garden and patio merchandise)
- Other similar events as determined by the Director of Community Development Services

Note: Temporary seasonal sales, parking lot sales, and sidewalk sales also require a permit that is issued by a separate application; the application is available in the Planning Division.

Some events may require approval of a Special Event Permit, rather than a Temporary Event Permit. Special events may include, but are not limited to, parades, festivals, public meetings or demonstrations, artistic performances or exhibits, sporting activities or competitions, public speeches, circuses or other types of animal shows, street fairs, trade fairs, and other similar activities. Applications for a special event must be filed a minimum of 60 days prior to the event. For assistance in determining if your event qualifies as a special event please contact the Planning Division at 714-548-3247 or the Community Services Department at 714-895-2860.

WHAT DO I NEED TO SUBMIT FOR A TEMPORARY USE/TEMPORARY EVENT PERMIT?

A complete application must include the following. *Note:* Some projects may require additional information. Upon review of the application, staff in the Planning Division will inform you of any additional information that is required (if any).

- Complete application form, and processing fees (outdoor sales, \$70 per application; all other, \$195.00 per application)
- 8 sets of plans (11 inches by 17 inches), which include the following:
 - Site plan, which identifies:
 - Location of property lines and dimensions
 - Names of adjacent streets
 - North arrow
 - Location, size, and use of existing buildings
 - Location of event and any proposed temporary structures and equipment
 - Parking spaces
 - A count of the total number of existing parking spaces
 - A count of the total number of parking spaces that will be obstructed due to the event (if any)
 - Floor plan(s) and/or building elevations of any proposed structures

WHAT IS THE PROCESS?

The Community Development Director or the Director's designee is responsible for the review, approval, or denial of temporary use or temporary event applications. The approval or denial of an application may be appealed in compliance with Westminster Municipal Code Title 17, Chapter 17.640.

WHO DO I CONTACT?

The following is a list of departments and/or agencies whose approval may be required for a temporary use or temporary event.

Description	Department/Agency	Contact Information
For building permits (tents, generators, etc.) contact:	Westminster Building Division	714-548-3245
For temporary food facility permits contact:	Orange County Health Care Agency, Environmental Health Division	714-433-6000
For fire safety requirements (tents, generators, emergency access, etc.) contact:	Orange County Fire Authority	714-433-6140
For amplified sound permits contact:	Westminster Police Department	714-548-3760
For temporary alcohol sales or consumption licenses/permits contact:	Westminster Police Department	714-548-3760
	California Department of Alcoholic Beverage Control	714-588-4101

WHAT ARE SOME COMMON RESTRICTIONS PLACED UPON TEMPORARY USES AND TEMPORARY EVENTS?

In approving a Temporary Use or Temporary Event Permit, reasonable and necessary specific design, location, and operational conditions may be required (see Westminster Municipal Code Section 17.540.030 and 17.540.040). The following are examples of common conditions of approval:

1. The site shall be left clean and free of debris at the end of each day of the event.
2. Compliance with all applicable Federal, State, County and local regulations and ordinances shall be maintained during the temporary use/event.
3. No off-site signs shall be displayed.
4. The contact person(s) listed on this letter must be present at all times during the temporary event/use.
5. Required building and or electrical permits must be obtained from the Building Division and inspections completed and approved before the event may begin.
6. Adequate temporary parking must be provided in order to accommodate the vehicle traffic generated by the temporary use or event, either on-site or at alternate locations acceptable to the review authority.
7. A City Business license, a state sales tax license and all other required licenses and /or permits shall be obtained from the appropriate agencies for each individual temporary enterprise before the event.
8. Emergency access and required ADA paths of travel must remain unobstructed at all times.