



FILE NO.: \_\_\_\_\_

**COMMUNITY DEVELOPMENT DEPARTMENT  
TEMPORARY USE PERMIT  
APPLICATION FORM**

The following is an application that is required to be completed and submitted with all Temporary Use Permit applications. Temporary Use Permits for outdoor events, such as sidewalk sales, grand openings, etc. require a two day review period by City Hall. However, over-the-counter approval can be made for these events when the following conditions exist:

- ❖ *The outdoor event is located entirely on a private sidewalk and is immediately in front of the business sponsoring the event; and*
- ❖ *All the conditions of approval in the attachment can be made.*

If you feel that you meet the above requirements, you may request an over-the-counter approval.

**Community Development Department processing fee of \$57.00 is required.**

**TO BE FILLED OUT BY THE APPLICANT:**

A. Contact Person: \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

B. Address: \_\_\_\_\_

C. Business Name: \_\_\_\_\_

D. Address of the event: \_\_\_\_\_

E. Dates requested for the proposed event: \_\_\_\_\_

F. Hours of the Day proposed for the event: \_\_\_\_\_

G. Business License Number: \_\_\_\_\_

H. Description of the event (be very detailed): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I. Items to be sold: \_\_\_\_\_

J. Special Equipment for Sidewalk Sales Only:

| Yes                      | No                       | Item                                     |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Special Lighting _____                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Band, DJ, or Stereo equipment _____      |
| <input type="checkbox"/> | <input type="checkbox"/> | Tents or Canopy _____                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Cooking Facilities/Food Dispensing _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Platforms or stages _____                |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof-top Balloons _____                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Tethered Helium Balloons _____           |
| <input type="checkbox"/> | <input type="checkbox"/> | Feather Flyers/Flags _____               |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____                              |

Subject to Condition of Approval # 15 on Page 2.

**TO BE COMPLETED BY CITY STAFF:**

A. Zoning of the Subject Site: \_\_\_\_\_

B. Comments: \_\_\_\_\_  
 \_\_\_\_\_

C. Approval Granted By: \_\_\_\_\_ Date: \_\_\_\_\_



## TEMPORARY USE PERMIT SIDEWALK SALE/SHADE STRUCTURE

### CONDITIONS OF APPROVAL

**Condition  
Required**

**Condition Description** \_\_\_\_\_

- 1. The rights granted pursuant to this approval shall be exercised on \_\_\_\_\_ to \_\_\_\_\_, or otherwise this approval shall lapse.
- 2. The proposed sidewalk sale shall be operated between the hours of \_\_\_\_\_ to \_\_\_\_\_ (not applicable to temporary shade structures for auto dealers).
- 3. The project is required to be in compliance with all applicable codes and ordinances.
- 4. The development of the sidewalk sale/shade structure shall be in conformance to the site plan that is indicated in the attachment.
- 5. The applicant shall be required to restore the site to a clean condition within 24 hours after the conclusion of the final date of each event.
- 6. The applicant shall maintain an unrestricted four (4) foot wide or greater pedestrian and handicap walkway on the subject sidewalk at all times. In no instance shall the outdoor display be organized that it requires pedestrians to walk out onto any drive lanes.
- 7. All doorways, handicapped access ramps, loading zones, and fire lanes/doors must be unobstructed and open at all times during the proposed sale and erection of the temporary shade structure.
- 8. The shade structure shall be placed in an area where vehicles are displayed on a daily basis and shall not obstruct required customer parking areas, drive aisles, or any access designed for public safety.
- 9. Banners, balloons, flags, and other attraction devices may not be mounted to any portion of the shade structure. Vendors not associated with the dealership's sales staff may not occupy the structure.
- 10. All components of the shade structure shall be maintained in good condition, and any evidence of wear shall be replaced or repaired immediately.
- 11. All projects that propose either tents or canopies shall be required to obtain a separate "tent permit" from the Corona Fire Department.
- 12. Rooftop mounted balloons, pennants, spinners, tethered helium balloons, either stacked or arched, and similar devices shall be limited to 120 days in a calendar year per business.
- 13. Tethered helium balloons shall not be displayed on the roof or exterior surface of any building.
- 14. This permit along with the site plan shall be maintained on-site during the duration of the event and made available to the Code Enforcement Officer inspecting the premises.
- 15. Feather flags shall be kept in good condition, not faded or torn, shall be placed at least 15-feet apart and shall not be placed in corner cut-off areas or in the city parkway. Feather flags are limited to on-site landscape areas and prohibited on poles or other miscellaneous structures.
- 16. Other requirements include: \_\_\_\_\_

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

\_\_\_\_\_  
Zoning Administrator Signature

Date: \_\_\_\_\_

Attachments: Chapter 17.99