City of Oakley
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Temporary Use Permit

A temporary use permit allows for the short-term use of property. The following is a partial list of the types of uses that are subject to a temporary use permit. Other uses of a similar nature also require such permit:

1. Animal shows.
2. Christmas tree lots and pumpkin patches.
3. Commercial filming.
4. Parking lot sales/events.
5. Grand openings.
6. Carnivals and circuses.
7. Other promotional uses involving temporary outdoor display and sales and similar uses.
8. Temporary trailer.
9. Tent sales.
10. Car shows.
11. Foot races/walks.
12. Whenever patrons are allowed, encouraged or permitted to congregate outside of the building housing the business.
13. Promotional or special events outside the normal operating standards of a business.

Application Requirements - Any person, business or organization wishing to conduct or sponsor a special event subject to this section shall apply for a temporary use permit by filing an application and application fee with the Community Development Department at least thirty (30) days prior to the date on which the event is to occur. Applications may be submitted on shorter notice with the consent of the Community Development Department, which may impose an expedited processing fee. Application forms for a temporary use permit shall include the following:

1. A completed and signed application form.
2. Application fee. ($100)
3. Refundable deposit, if required. ($500)

4. Site plan indicating the location of driveways, display areas, temporary structures and facilities, parking areas, trash collection, signs, and any additional information requested by staff.

5. If the property where the event is to occur is owned by someone other than the applicant, the applicant shall obtain written approval from the property owner or its duly authorized representative, such written approval to be submitted with the special event application.

6. Business license, if required.

Standards - Temporary use permits shall be subject to the following conditions and criteria:

1. No permit shall be valid for more than sixty (60) days; however, an additional thirty (30) day extension may be granted by the Community Development Department.

2. The permit is valid only for the dates shown on the approved permit.

3. The right-of-way, including streets and sidewalks, shall be kept free of all obstructions and/or debris.

4. If required, a building/electrical permit shall be obtained from the Building Department.

5. Temporary lighting shall not cause glare onto neighboring properties or the public right-of-way.

6. The applicant shall ensure that noise, dust, dirt, odors and/or other nuisances do not affect neighboring properties.

7. The event must provide adequate parking, including parking spaces for the disabled, as required by the Community Development Department.

8. Upon conclusion of the temporary use, all items associated with it must be removed and the premises restored to its original condition within one week of the conclusion of the event and/or expiration of the permit, whichever is earlier.

9. A refundable cash deposit shall be deposited with the City to ensure that the property is restored to its original condition in a timely manner. ($500)

10. No loud speakers or amplified music may be allowed for any temporary use, unless the permit specifically authorizes speakers or amplified music. If such approval is granted, the City Manager or his/her designee may rescind such approval should noise become a disturbance or nuisance.

11. If a trailer or recreational vehicle is used for habitation, a permit must be obtained from the Building Department. The unit must be self-contained. Sewage and wastewater may not be dumped on the site.

12. The provisions of this section apply to all zoning districts.

Temporary Use Permit Application

APPLICANT (print or type):

Name _____
Company Name_____
Day Phone _____
Address _____**State** _____ **Zip Code**_____
Signature _____ **Date** _____
In making this application, the undersigned agrees that the above information is true and that all conditions of approval will be met.

PROPERTY OWNER:

Name _____
Address _____ **State** _____ **Zip Code** _____
Phone Number _____
Signature _____ **Date** _____
Owner's Authorization: (if the applicant is not the owner of record), I authorize the applicant to file this application and to represent me on all matters concerning the application.
Signature _____ **Date** _____

PROJECT INFORMATION:

Proposed Project Name
_____
_____
Site
Address_____
Assessor's Parcel Number
_____
Date and Time of Activity
_____
_____
Project Description
_____
_____
_____
_____