



**City of Ontario
Planning Department**
303 East "B" Street
Ontario, CA 91764
Phone: (909) 395-2036
Fax: (909) 395-2420
www.ci.ontario.ca.us

Checklist for Temporary Use Permit

WHAT IS A TEMPORARY USE PERMIT?

The Temporary Use Permit allows for short-term activities on private and public property with appropriate regulations so that such uses will be compatible with surrounding areas. Temporary uses may include parking lot sales, Christmas tree and pumpkin sales, carnivals, fairs, tent revivals for religious organizations, and other interim uses.

SECTION 1: TEMPORARY USE PERMIT APPLICATION PROCEDURES

Step 1: Contact the Planning Department to obtain permit application form and discuss zoning requirements, sign restrictions, and possible locations for the use.

Step 2: Complete the Temporary Use Permit application and prepare the site plan and building elevations (if applicable) according to the submittal requirements listed under Section 2.

Step 3: Submit the application to the Planning Department for review by the following departments:

- **Planning Department:** For compliance with Development Code and ALUCP restrictions such as (land use, number of employees permitted, parking, access requirements, signage standards, etc.).
- **Building Department:** For building and/or electrical permits.
- **Engineering Department:** For compliance with access requirements, environmental review and to obtain any necessary encroachment permits.
- **Police Department:** For compliance with ABC guidelines, traffic control, security standards and any other applicable requirements.
- **Fire Department:** For compliance with the Uniform Fire Code requirements and any applicable City Fire standards.
- **Code Enforcement:** For compliance with Code Enforcement concerns.
- **Business License:** To obtain a valid business license and pay any license fee (applicable to revenue generating uses).
- **Risk Management:** Review is required of current liability insurance and coverages for activities or events that take place on public property.
- **Solid Waste/Municipal Services:** Will determine the number of waste and recycled containers needed.

- **City Clerk:** Review is required if public property will also be used.
- **Parks:** For impacts to public parks and community recreational areas.
- **Revenue:** To schedule delivery of dumpster/solid waste containers.

Step 4: Install the improvements required by the conditions of approval.

SECTION 2: FILING REQUIREMENTS

1. Temporary Use Permit application. Applications must be submitted within the following time frames:
 - a. **Amusement Events, Combination TUP's (TUP & Special Event) & Ontario Mills**—The application shall be submitted at least **30 days prior to the event**. Failure to submit the application within this time frame may result in the denial of the application. Amusement events include car shows, bazaars, music festivals, circuses, carnivals, rodeos and other similar events. Application must be approved and all required fees must be paid and all necessary permits must be obtained **10 days prior to the event**. Failure to receive approval and the necessary permits will result in the denial of the application.
 - b. **All other events/activities**—The application shall be submitted at least **15 days prior to the event**; otherwise, the applicant must walk the application to each department for their approval. Failure to receive approval from each department and payment of required fees will result in denial of the application.
2. One (1) copy of the site plan on 8½" X 11" paper. The Site Plan shall include, but is not limited, to the layout of the property or shopping center, including all buildings, parking areas, driveways, location of proposed electrical equipment/lighting, and the areas to be used by the proposed event for displays, activities, etc.
3. A Sign Permit application for all temporary signs and/or decorations to be used at the time of the proposed event (if applicable).

4. Liability Insurance. For activities or events that occur on public property, provide the City with a Certificate of Liability Insurance, naming the City of Ontario as certificate holder and/or additional insured.
 5. Any other plans or information that the Planning Director deems necessary to facilitate processing the application. (i.e security plan, first-aid/medical plan, lighting plan, list of vendors & resale numbers, ABC license number)
 6. **Filing fee: \$342.** (For non-profit organizations, the filing fee may be waived if provided with a copy of the applicant's Internal Revenue Service 501C3 non-profit documentation.)
 7. The posting of a **\$10,000 deposit** may be required for the temporary facility (cash or check). The agreement shall state the applicant's concurrence with the temporary nature of the permit and the acceptance of the conditions of approval. The deposit shall secure the applicant's obligations to immediately remove the facility.
3. The temporary wireless facility may remain in place for up to one month from the date of installation. If additional time is needed to resolve any conflicts, the applicant may apply for a time extension of up to two additional months. Should the temporary facility need approval of a height variance from the Planning Commission, it may remain in place for up to three months.
 4. A written agreement with the City and the posting of a **\$10,000 deposit (cash or check)** shall be required for the temporary wireless facility. The agreement shall state the applicant's concurrence with the temporary nature of the permit and the acceptance of the conditions of approval. The deposit shall secure the applicant's obligations to immediately remove the facility in the event that testing of the facility is inconclusive to support approval of the facility.
 5. The approval of a temporary wireless facility for testing purposes is not to be construed as support from the City's Planning, Police and/or Fire Departments for a permanent facility.
 6. In the event that testing of the temporary wireless communications antenna identifies any interference problems with the City's public safety radio frequencies, a meeting with WECA (West End Communications Authority), City of Ontario Planning and Police Departments and carrier representatives shall take place for the purpose of exploring methods to mitigate identified impacts and determining the optimal course of action.
 7. Temporary wireless facilities located **within 500-feet** of a residential zoning district shall require notification of all residential property owners within a 500-foot radius by the carrier, of the temporary facility. The Planning Director shall address any property owner objections.

SECTION 3: SPECIAL FILING REQUIREMENT FOR TEMPORARY MODULAR STRUCTURE

1. The posting of a \$10,000 deposit shall be required for the temporary facility (cash or check). The applicant shall be in concurrence with the temporary nature of the permit and the acceptance of the conditions of approval. The deposit shall secure the applicant's obligations to immediately remove the temporary structure/facility.

SECTION 4: SPECIAL FILING REQUIREMENTS FOR TEMPORARY WIRELESS COMMUNICATIONS ANTENNAS

The purpose of the temporary wireless communications antenna is to provide for testing to evaluate compatibility with the City's public safety radio frequencies. TUP (Temporary Use Permit) approval shall be subject to the following conditions:

1. The site plan and exterior elevation shall include the following information:
 - a. All plans shall be fully dimensioned
 - b. The height of the antenna upon installation;
 - c. The exact frequency and RF power being used at the site (wattage/DB level); and
 - d. The location of the tower in longitude and latitude.
2. The Police Department shall be notified at least one week in advance of the commencement of operation of the temporary facility in order to schedule testing. In the event a conflict exists, the facility shall immediately suspend operations until modifications are made to resolve the conflict.

8. For temporary wireless facilities located within 500-feet of a residential zoning district, the TUP application must include the following additional information:

- a. Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of residentially property within a radius of 500-feet around the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of San Bernardino County. (*San Bernardino County Assessor's Office, 172 W. Third, Third Floor, San Bernardino, CA. 92415. (www.sbcounty.gov/assessor)* Please include the name and address of the property owner, applicant and representative on the mailing list.
- b. Mailing Envelopes: Set of stamped (pre-paid postage) business-size envelopes, with the name and address of each person on the mailing list. List shall include project(s) property owner, applicant(s) and project representative(s). The return address shall read: "City of Ontario, Planning Department, 303 East "B" Street, Ontario, CA 91764.
- c. Radius Map: A map illustrating the 500-foot radius boundary and all residentially zoned parcels within the boundary (copies of the assessor's maps will be accepted).



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Temporary Use Permit Application

GENERAL INFORMATION (print or type)

Location of Activity: _____

Name of Business or Activity: _____

Sales Tax Number: _____

Applicant: _____

Address: _____

City, State, Zip Code _____

Federal Tax ID Number: _____

501-C3 Non-Profit Number: _____ Sales Tax I.D No.: _____

Cell No.: _____

Email: _____

Business Name (Current On-Site Business) _____

Address: _____

City, State, Zip Code _____

Phone No.: _____ Fax No.: _____

Business License No.: _____ Expiration Date: _____

Email: _____

Property Owner: _____

Address: _____

City, State, Zip Code _____

Telephone No.: _____ Fax No.: _____

Email: _____

(Staff Use Only)

Regular TUP

**Combination
(TUP & Special Event)**

File No. : _____

Submittal Date: _____

Rec'd By: _____

TUP Fee: \$ _____

Cash *Check (No. _____)*

Credit Card

Receipt No. : _____

Additional Fees:

Municipal Services: \$ _____

Solid Waste: \$ _____

Fire: \$ _____

Building: \$ _____

Police: \$ _____

Action:

Approved *Denied*

By: _____

Date: _____

PROPERTY OWNER CERTIFICATION

I, _____, certify that I am the owner, or his/her legal representative, of the property described herein. Furthermore, I agree to permit the proposed activity to be conducted for the length of time specified below.

Property Owner's Signature

Date: _____

ACTIVITY DESCRIPTION

Full description of the proposed activity (attach additional sheets if necessary):

Number of anticipated attendees? Hours of operation?

Will you serve alcohol? YES NO If yes, what type?

ABC Number?

Will there be live entertainment? YES NO If yes, what type?

Will you be providing private security YES NO If yes, who?

Will you have vendors? YES NO If yes, how many? (Please include a list of vendors)

Will you have signs/banners? YES NO If yes, how many and what size(s)

Will you have portable restroom facilities? YES NO If yes, how many?

Will you have tents or canopies? YES NO If yes, how many, what type and what size(s)?

Will you have generators? YES NO If yes, how many and what size?

Will you have cooking facilities? YES NO If yes, what type?

Health Permit Number:

Will you have hot lunch trucks? If yes, how many Health Permit Number:

*Note: If you are hosting individual vendors, each vendor must have a current business license with the City of Ontario. You must also provide a list of vendors. The list must contain the contact name, phone number, email address and sellers's permit number.

SERVICES REQUESTED

4 Yard Recycling Bins How many:

4 Yard Trash Bins How many:

Trash Cardboard Boxes & Recycling Containers with Liners How many:

Recycling Containers/Liners How many:

Other:

EVENT DATES

Setup Date: Take Down Date:

Start Date: Final Day:

RELATED FILES

File No(s):

APPROVAL SIGNATURES

	<i>Approved</i>	<i>Denied</i>	<i>Signature</i>	<i>Date</i>
Planning Department: <i>(Counter/Solis)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Airport Planning: <i>(Mejia/Mullis)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Engineering/Traffic: <i>(Counter/Diaz)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Env. Engineering: <i>(Elliot/Wilson)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Building Department: <i>(Counter/Shear)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police/Traffic: <i>(Eberhardt/Allen)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police/ABC: <i>(Sturgis/Lopez)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Fire Department: <i>(Counter/Gearhart)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Code Enforcement: <i>(McNight/DeSousa)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Business License: <i>(Precie/Hernandez)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Revenue: <i>(Garozzo/Cooney)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Solid Waste: <i>(Dominguez/Duran)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Municipal Services: <i>(Moraga/Speer)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Parks: <i>(Perez/Soto)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Risk Management ¹ : <i>(Richey/Melnyk)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
City Clerk ¹ : <i>(Morrison/Fernandez)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Notes: ¹ Review only required if the activity or event occurs on public property.

CONDITIONS OF APPROVAL

1. **Temporary Use Permit approval shall become null and void on _____, 20____, at which time the site shall be restored to its original condition, including cleanup of all trash and debris.**
2. The site shall be developed/configured in accordance with the approved site plan on file in the Planning Department, except as may otherwise be stipulated herein, prior to commencement of the activity.
3. Approval of this activity shall not excuse compliance with all other sections of the Ontario Municipal Code and all other applicable City Ordinances presently in effect.
4. All signs shall first be reviewed by the Planning Department for compliance with the City's Sign Ordinance, prior to installation.
5. Any off-site unpaved parking spaces shall be striped with lime and continually maintained, to ensure proper traffic circulation and safety.
6. The Planning Department shall be contacted for inspection of the site, prior to commencement of the activity.
7. You may be required to provide the City a Certificate of Insurance. Contact the Licensing Department for further information.
8. Failure to comply with the herein-listed conditions of approval shall cause enforcement and possible revocation of this Permit.
9. **Special Conditions:**

APPLICATION CERTIFICATION

I, _____, certify that I am the applicant for the activity described herein. Further, I acknowledge the filing of the Temporary Use Permit application, certify that all information contained herein is true and accurate, and shall comply with the conditions of approval stated herein.

The applicant agrees to defend, indemnify, and hold harmless the City of Ontario or its agents, officers, and employees from any claim, action or proceeding against the City of Ontario or its agents, officers or employees to attack, set aside, void or annul any approval of the City of Ontario, whether by its City Council, Planning Commission or other authorized board or officer. The City of Ontario shall promptly notify the applicant of any such claim, action or proceeding, and the City of Ontario shall cooperate fully in the defense.

Applicant's Signature: _____ Date: _____