

CITY OF

303 EAST B STREET, CIVIC CENTER ONTARIO



ONTARIO

CALIFORNIA 91764-4105

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SCOTT OCHOA
CITY MANAGER

SHEILA MAUTZ
CITY CLERK

JAMES R. MILHISER
TREASURER

RE: MINISTERIAL PERMITS/DECISIONS APPLICATION; ADMINISTRATIVE USE PERMIT FOR TEMPORARY USES, ACTIVITIES & FACILITIES PACKET

Dear Applicant:

In an effort to improve customer service and insure development projects are processed as quickly as possible, the Planning Department finds it necessary to remind its clients that complete application submittals are crucial to the plan review process. In the past, accepting incomplete applications has led to errors and time delays at the end of the review process. I do not want this to happen to you.

Consequently, the Planning Department staff will only accept complete applications at time of submittal. All items listed on the enclosed *Ministerial Permits/Decisions Application Form* and the *Ministerial Permits/Decisions Filing Procedures & Requirements; Temporary Uses, Activities & Facilities* must be provided before the counter staff can accept your application for filing. Please review these minimum requirements prior to submitting your application, as the counter staff does not have the authority to waive these requirements.

Please remember that failure to provide all of the required plans and information will result in significant time delays in the processing of your application. If you have any questions regarding the necessity of any particular item on the *Ministerial Permits/Decisions Application Form* or the *Ministerial Permits/Decisions Filing Procedures & Requirements; Temporary Uses, Activities & Facilities*, please feel free to contact the Planning Department counter supervisor to discuss your questions.

The Planning Department looks forward to a continued efficient and professional relationship with you in the future. If you have any questions, comments, or concerns regarding this matter, please feel free to contact the Planning Department at (909) 395-2036.

Respectfully,



Cathy Wahlstrom
Planning Director

ATTENTION!

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

Scott Ochoa, City Manager (909) 395-2396 or sochoa@ontarioca.gov
Derek Williams, Police Chief..... (909) 395-2710 or dwilliams@ontarioca.gov
Ethics Line.....(800) 500-0333



City of Ontario
 Planning Department
 303 East B Street
 Ontario, California 91764
 Phone: 909.395.2036
 Fax: 909.395.2420

Ministerial Permits/Decisions Application Form; Administrative Use Permit for Temporary Uses, Activities & Facilities

ACTIVITY LOCATION

Address of Activity: _____
 Name of Business: _____
 Federal Tax ID No.: _____
 Sales Tax ID No.: _____
 501-C3 Nonprofit ID No.: _____

GENERAL INFORMATION

Applicant: _____
 Address: _____
 Phone: _____
 Mobile: _____
 Email: _____
 Business (On-Site Host): _____
 Address: _____
 Phone: _____
 Email: _____
 Business License No. _____ Exp. Date: _____
 Applicant's Representative: _____
 Address: _____
 Telephone No.: _____ Fax No.: _____
 Email: _____

For Staff Use Only

Single (TUP Only)

Combination (TUP & Special Event)

File No.: _____

Submitted: _____

Rec'd By: _____

Fee: \$ _____

Cash Check (# _____)

Credit Card

Receipt No.: _____

Additional Fees:

Muni. Services: \$ _____

Solid Waste: \$ _____

Fire: \$ _____

Building: \$ _____

Police: \$ _____

Action:

Approved Denied

By: _____

Date: _____

TYPE OF TEMPORARY USES/ACTIVITIES/FACILITIES REQUESTED (check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Interim Farming Activities | <input type="checkbox"/> Temporary Outdoor Activities, Displays, Events, and Sales: | <input type="checkbox"/> Temporary Produce Stands |
| <input type="checkbox"/> Model Homes | <input type="checkbox"/> Retail Sales Events | <input type="checkbox"/> Temporary Real Estate Sales, Lease, and Rental Offices |
| <input type="checkbox"/> Temporary Alcoholic Beverage Sales | <input type="checkbox"/> Holiday Sales Events | <input type="checkbox"/> Temporary Wireless Telecommunications Facilities: |
| <input type="checkbox"/> Temporary Buildings and Structures | <input type="checkbox"/> Shows and Exhibits | <input type="checkbox"/> Temporary Test-Only Facilities |
| <input type="checkbox"/> Temporary Facilities | <input type="checkbox"/> Amusement and Sporting Events | <input type="checkbox"/> Temporary Short-Term Facilities |
| | <input type="checkbox"/> Tent Revivals | |
| | <input type="checkbox"/> Charitable and Fund Raising Events | |

ACTIVITY/EVENT DESCRIPTION (attach additional sheets if necessary)

No. of Attendees Anticipated? _____ Hours of Operation? _____

Will alcoholic beverages be served? Yes No If yes, what type(s)? _____

ABC License No.: _____

Will there be live entertainment? Yes No If yes, what type(s)? _____

Will private security be provided? Yes No If yes, what who? _____

Will you have vendors? Yes No If yes, how many (attach a vendor list)? _____

Will you have signs or banners? Yes No If yes, how many and what size(s)? _____

Will you have portable restrooms? Yes No If yes, how many? _____

Will you have tents or canopies? Yes No If yes, what type(s), size(s) and no(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 No(s): _____

Will you have hot food trucks? Yes No If yes, how many? _____

Health Permit No(s): _____

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

- Four (4) yard recycling bin How Many? _____
- Four (4) yard trash bin How Many? _____
- Trash cardboard boxes and recycling containers with liners How Many? _____
- Recycling containers/liners How Many? _____
- Other: _____

EVENT DATES

Set-Up Date: _____ Take-Down Date: _____

Start Date: _____ Final Day: _____

RELATED FILES

State all other file nos. related to this application: _____

APPLICANT AFFIDAVIT

I, the undersigned, certify that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof, and state that the same is true and correct to the best of my knowledge and belief, and further certify that I shall comply with each and every condition of approval as stated herein.

Furthermore, I, the undersigned, agree 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 by 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.

Date: _____ Signature: _____

Name (print or type): _____

PROPERTY OWNER OR APPROVING AGENT ACKNOWLEDGEMENT

I, the undersigned, certify and say that I am the owner, approving agent, for the property in the foregoing application, that I have read the foregoing application and know the content thereof, and agree to the filing of this application with the City of Ontario.

Date: _____ Signature: _____

Name (print or type): _____

Address: _____

Phone: _____

**Ministerial Permits/Decisions Application Form;
Administrative Use Permit for Temporary Uses, Activities & Facilities**

REVIEWING DEPARTMENT SIGNATURES (to be completed by City staff)

	<u>Approved</u>	<u>Denied</u>	<u>Signature</u>	<u>Date</u>
Planning Department:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Airport Planning:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Engineering—Traffic/Transportation:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Engineering—Environmental Services:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Building Department:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police—Traffic:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police—ABC:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Fire Department:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Code Enforcement:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Business License:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Revenue Services:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Solid Waste:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Municipal Services:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Facilities and Parks:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
**Risk Management:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
**City Clerk:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Note: ** Means review required only if the proposed activity or event occurs on public property.

CONDITIONS OF APPROVAL (to be completed by City staff)

- (1) Permit approval shall expire 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 plan(s) on file with the City, 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, Ontario Development Code, and all other applicable City laws and ordinances in effect at the time of permit issuance.
- (4) All signs shall be reviewed by the Planning Department for compliance with Division 8.01 (Sign Regulations) of the Ontario Development Code, prior to their 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 approved activity.
- (7) You may be required to provide the City with a Certificate of Insurance naming the City of Ontario as additionally insured. Contact the City's Licensing Department (Ph.# 909.395.2022) 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 (attach additional sheets if needed): _____



City of Ontario
Planning Department
303 East B Street
Ontario, California 91764
Phone: 909.395.2036
Fax: 909.395.2420

Ministerial Permits/Decisions Filing Procedures & Requirements; Temporary Uses, Activities & Facilities

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.

GENERAL FILING REQUIREMENTS

(1) A Ministerial Permit/Decision application shall be submitted within the following timeframes:

(a) Amusement and Sporting Events, Combination Applications (TUP and Special Event), and Activities/Events at Ontario Mills – The

application shall be submitted at least **30 days prior to the planned event**. Failure to submit the application within this timeframe may result in the denial of the application. Amusement events include car shows, bazaars, music festivals, circuses, carnivals, rodeos and other similar events. **At least 10 days prior to the planned event**, the application shall be approved, all required fees shall be paid, and all necessary permits shall be obtained. Failure to receive the necessary permit approvals will result in the denial of the application.

(b) Interim Farming Activities and Temporary Wireless Telecommunications Facilities – The application shall be submitted at least **60 days prior to planned activity commencement**. Failure to submit the application within this timeframe may result in the denial of the application.

(c) Temporary Buildings and Structures; Temporary Facilities; Temporary Produce Stands; and Temporary Real Estate Stales, Lease, and Rental Offices – The application shall be filed and processed concurrently with plans submitted to the Building Department for plan check.

(d) Temporary Alcoholic Beverage Sales, and All Other Temporary Outdoor Activities, Displays, Events, and Sales – The application shall be submitted at least **15 days prior to the planned 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) Activities/events that occur on public property shall 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) For non-profit organizations, the filing fee may be waived if the City is provided with a copy of the applicant's Internal Revenue Service 501(c)(3) tax exempt status 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.

**TEMPORARY WIRELESS TELECOMMUNICATIONS
FACILITIES FILING REQUIREMENTS**

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.
- (3) The temporary wireless telecommunications 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, 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 telecommunications 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 telecommunications 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 telecommunications facility 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 telecommunications facilities located within 500 feet of a residential zoning district shall require the notification of all residential property owners within a 500-foot radius of the temporary wireless telecommunications facility. The Planning Director shall address any property owner objections.

(8) For temporary wireless telecommunications facilities located within 500-feet of a residential zoning district, the Ministerial Permits/Decisions application must include the following additional information:

(a) **Property Ownership List:** Provide a CD or flash drive containing a list, in Microsoft Excel or compatible database format, which contains the names, addresses, and assessor's parcel number of all owners of real property located within 500 feet of the temporary wireless telecommunications facility, measured from the exterior boundaries of the facility lease space. This information shall be obtained from the latest equalized assessment rolls of San Bernardino County (*property ownership information may be obtained from the San Bernardino County Assessor's Office, 172 West Third, Third Floor, San Bernardino, CA 92415*). Property ownership information may also be obtained from the following web site:
<http://cms.sbcounty.gov/assessor/index.aspx>

The Property Ownership List shall also include the name and address of the project owner, project applicant, and project representative. The City will mail public hearing notices when the project is ready for review.

(b) **Radius Map:** Provide a CD or flash drive containing a map illustrating the 500-foot radius boundary used to prepare the property ownership list, and all parcels within the boundary (copies of the assessor's parcel maps may be used).

**TEMPORARY BUILDINGS AND STRUCTURES; TEMPORARY
FACILITIES; AND TEMPORARY REAL ESTATE SALES,
LEASE, AND RENTAL OFFICES FILING REQUIREMENTS**

The posting of a \$10,000 deposit may be required prior to the approval of Temporary Buildings and Structures; Temporary Facilities; and Temporary Real Estate Sales, Lease, and Rental Offices. 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.