



Planning Division
Community Development Department
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www.townoftiburon.org

SUBMITTAL REQUIREMENTS – TEMPORARY USE PERMIT

The following information and materials shall accompany each application for a Temporary Use Permit:

- (A) A completed Land Development Application Form, along with the filing fee (See *Community Development Fee Schedule*).
- (B) Ownership, applicant and property identification (if not included on the completed *Land Development Application Form*):
 - (1) Names and addresses of all persons who own an interest in the subject property and identification of the interest (option, fee title, etc.). Also include four sets of pre-printed mailing labels containing the name and current mailing address of the applicant, property owner, and representative (if any).
 - (2) Names and addresses of all representatives of the owners authorized to represent the project to the Town.
 - (3) Authorization signed by the owners of the subject property requesting the Town to: (a) process the application; and (b) recognize specified persons as representatives of the owners in connection therewith.
- (C) Use and management information:
 - (1) Written statement(s) describing the characteristics of the temporary use proposed, including, but not limited to, the following:
 - a. Duration of the proposed use, including starting and ending dates and operating hours for the use.
 - b. Number of people involved either as employees, clients, customers, students, etc.
 - c. Structures used for the use, and whether temporary or permanent.
 - d. Type of vehicular traffic involved-- customer traffic, truck deliveries, parent drop off/pick up, etc.
 - e. Outdoor activities (storage of materials, work being performed, sales areas, exterior lighting, etc.).

- f. Odors, noise, dust, or glare involved.
 - g. Hazardous or volatile materials or chemicals involved.
- (2) Written statement setting forth any lease controls or management programs that will ensure that the use will not be detrimental to surrounding uses in the area or to the Town in general.
 - (3) If the use is to be established in a location previously occupied by a different use, briefly describe the last use which existed there.
 - (4) Written statement explaining how the property will be returned to its former condition after the temporary use has finished. The site occupied by a temporary use shall be cleaned of debris, litter, or any other evidence of the temporary use upon completion or removal of the use, and shall thereafter be used in compliance with the provisions of this Zoning Ordinance. A bond may be required prior to initiation of the use to ensure cleanup after the temporary use is finished.
- (D) Plans and Drawings:
- (1) Five (5) copies of a **site plan** scaled and drawn to accurately and clearly show:
 - a. All property lines with distances.
 - b. Location of existing or proposed structures with dimensions of all wall lines and distances from structures to nearest property line (measured perpendicular to property line).
 - c. Existing frontage improvements (curbs, gutters, sidewalks, edge of paving).
 - d. A location map showing location of property in relation to the nearest major street.
 - e. Existing or proposed on-site driveways, parking, and service areas fully dimensioned.
 - (2) Five (5) copies of architectural **floor plans** showing each level of structures to be occupied as part of the proposed temporary use, with rooms, uses, floor level, doors, windows, etc.
 - (3) Five (5) copies of architectural **elevation drawings** for any new structures to be occupied as part of the proposed temporary use.
- (E) Environmental Information:
- (1) An Environmental Data Submission (unless the project is exempt) (See Town of Tiburon Environmental Review Guidelines, Appendix C).
 - (2) Initial Study/Negative Declaration Fee (Unless the project is exempt) (See Fee Schedule)