City of Palm Desert / Department of Community Development

TEMPORARY USE PERMIT

73-510 Fred Waring Drive • Palm Desert • California • 92260 • (760) 346-0611 • Fax (760) 776-6417

Applicant / Business Owner:

________________________________________________________ Telephone: ______________________

Mailing Address: ________________________________________ Fax number: ______________________

City: _________________________ State: _____ Zip: _______ Email: _________________________________________

Property Owner:

________________________________________________________ Telephone: ______________________

Mailing Address: ________________________________________ Fax number: ______________________

City: _________________________ State: _____ Zip: _______ Email: _________________________________________

Representative:

________________________________________________________ Telephone: ______________________

Mailing Address: ________________________________________ Fax number: ______________________

City: _________________________ State: _____ Zip: _______ Email: _________________________________________

Please send correspondence to (check one): ______ Applicant ______ Property Owner ______ Representative

Property Address(s):_______________________________________________________________________________

Date(s) of event:________________________________________________________________________________

Description of Activity (describe the event):

_________________________________________________________________________________________________

1. Entertainment a part of the event: _____ No _____ Yes, if yes please provide additional information on page 3 for a Special Event Temporary Entertainment Permit.

2. Tents, Canopies, and/or Membrane structures as part of this event: _____ No _____ Yes If yes, Building and Fire Marshall Permits are required for any tents and membranes in excess of 400 square feet.

3. Temporary Power a part of this event: _____ No _____ Yes? If yes, Building Department and Fire Marshall Permits are required.

Property Owner Authorization: The undersigned states that they are the owner(s) of the property described and herein give authorization for the filing of the application.

________________________________________________________

Signature Print Name Date

Applicant / Representative Signature: By signing this application I certify that the information provided is accurate. I understand that the City might not approve what I am applying for and/or might require conditions of approval.

________________________________________________________

Signature Print Name Date

PROJECT NO: TUP _____________________ DATE: _____________________

ACCEPTED BY: _____________________
I. PURPOSE:

Temporary use permits allow for short-term activities that may be appropriate when regulated. The temporary use permit process is covered under article 25.64 of the Palm Desert Municipal Code. The normal review time for these requests is one to three days.

A Temporary Use Permit may only be granted for the following:

- Sales of art work
- Christmas tree sales
- Carnivals, circuses, special events of not more than 72 consecutive hours
- Parking and storage of earth moving or construction equipment
- Storage of materials incidental to the carrying on of a public works project, subdivision, or construction project
- Real estate tract sales office
- Construction - garage or shed for subdivision construction
- Model homes, model home sales offices
- Such other uses as the Zoning Administrator may consider being within the intent and purpose of this section

How do I obtain approval for a Temporary Use Permit?

An applicant must submit their application for a TUP no less than 30 days prior to the event. A complete application and fees will be required for your submittal. The Planning Department will review the application to determine if approval criteria can be met. A TUP may require separate permits and review by other Departments and outside agencies. The applicant is responsible for obtaining separate permits as necessary.

Use the checklist on PAGE 6 to assist in determining what separate permits may be required.

SUBMITTAL REQUIREMENTS:

1. Complete application form filled out with required signatures

2. Statement of Operations including the following information:
   - Dated and signed Statement of Operations
   - A detailed description of the proposed business/event operations
   - Hours and days of operation
   - Number of employees
   - Proposed private security (if required)
   - Estimated number of customers
   - Total number of parking spaces
   - Indicate if food will be served
   - Indicate if alcohol will be served
   - Indicate if live entertainment will be provided (see SPECIAL EVENT TEMPORARY ENTERTAINMENT PERMIT section on page 3).

3. Site Plan including the following information
   - Name, address, and phone and email address of applicant and owner
   - North arrow
City of Palm Desert Temporary Use Permit

☐ Vicinity map
☐ Existing Business(es) on site
☐ Location of pedestrian walkways
☐ Location of vehicular access points, driveways, emergency exits, and ADA paths (handicap access)
☐ Identify source of electrical supply (If applicable)
☐ Lighting system (if lighting is proposed)
☐ Location of existing fire hydrants and fire extinguishers
☐ Location of all buildings, parking, generators, tents, canopies, compressed gasses (helium, etc.), cooking stations, booths, gas fire pits and dimensions between each
☐ Show all existing fire lanes on-site

4. Fee of $87.00 (check made out to the City of Palm Desert, or cash)

II. SPECIAL EVENT TEMPORARY ENTERTAINMENT PERMIT:

This permit is for a business that wants to have a one-time or occasional event wherein they offer entertainment. Grand openings, celebrity-hosted parties, talent shows, and annual sales extravaganzas are examples of events that require this permit. Please see PDMC Section 5.100.020 for more information.

Provide or fill in the following information if you are requesting a Special Event Temporary Entertainment Permit Section 5.100.020

• Site Plan: Attach a scaled drawing depicting the premises, parking area, area of entertainment, food service areas (if any), and location of restroom facilities.

• Detailed description of proposed entertainment (type of entertainment, number of person engaged in entertainment etc.):

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

• Area of Entertainment: Describe the area within or on the premises where the entertainment activity will be performed and observed with reference to the site plan:

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

• Status of Entertainers: A statement as to whether entertainers/services are to be provided by employees of the business or nightclub, including the applicant, owner, or operator, or whether entertainers are independent contractors. The statement shall include whether or not the entertainers are to be employed or utilized in food or beverage service, merchandise sales, or other non-entertainment related activity:

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

_______________________________________________________________________________________
City of Palm Desert Temporary Use Permit

- Description of Food and Beverage Service: ____________________________________________________

- Days and hours of Entertainment: ____________________________________________________________

- Minors: Will minors be permitted on the premises during the entertainment activity?
  
  _____ No  _____ Yes

  If yes, what hours: __________________________________________________________

- Managers: Name(s) of the person(s) responsible for the operation management, and supervision of the special event:
  
  No. 1

  Employee’s Name: ___________________________ Title/Position: __________________________

  Street Address: ___________________________ Phone: __________________________

  (P.O. Box is not permissible)

  Employment Duties/Authority: ___________________________

  Has this employee ever been convicted of any crime as a result of an arrest, citation or criminal complaint (Do not include traffic infractions)? If yes, please explain:

  ____________

  ____________

  Employee’s Name: ___________________________ Title/Position: __________________________

  Street Address: ___________________________ Phone: __________________________

  (P.O. Box is not permissible)

  Employment Duties/Authority: ___________________________

  Has this employee ever been convicted of any crime as a result of an arrest, citation or criminal complaint (Do not include traffic infractions)? If yes, please explain:

  ____________

  ____________

  If there are additional names, please submit on a separate piece of paper.

  - If applicant is not the owner, a notarized statement by property owner is needed approving the use of their property for entertainment.

  - Prior Licenses: Within the past five (5) years, has the applicant, owner, or any person responsible for the special event or entertainment had any permit or license issued in conjunction with the sale of alcohol or provisions of entertainment?

    _____ No  _____ Yes
City of Palm Desert Temporary Use Permit

If yes, during that period for the permit or license was it suspended or revoked?

__No  ___Yes

If yes, provides the following information:

Name of issuing agency: ______________________________________________________

Reason/explanation of the suspension or revocation:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

• Marketing Information: Provide copies of any advertisements, flyers, brochures, print ads, or radio advertisement copy that will be used to promote the special event
## City of Palm Desert Temporary Use Permit

<table>
<thead>
<tr>
<th>Checklist Questions:</th>
<th>Circle One</th>
<th>IF YES, contact:</th>
<th>Phone</th>
<th>Website</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will any food be served?</td>
<td>Y N</td>
<td>Riverside County Department of Environmental Health (DEH)</td>
<td>(760) 863-8287 (Indio Office)</td>
<td>rivcoeh.org</td>
<td>Separate health department permits required.</td>
</tr>
<tr>
<td>Will any alcohol be served?</td>
<td>Y N</td>
<td>California Department of Alcoholic Beverage Control &amp; DEH</td>
<td>(760) 324-2027</td>
<td>abc.ca.gov</td>
<td>Separate ABC permits required.</td>
</tr>
<tr>
<td>Will any tents greater than 400 sq. ft. be utilized?</td>
<td>Y N</td>
<td>City of Palm Desert Building and Safety And Palm Desert Fire Marshal</td>
<td>(760) 776-6420 And (760) 346-1870</td>
<td>cityofpalmdesert.org/building and safety</td>
<td>Separate Building Permits/Fire Permits required See Tent Handout See Fire Event Permit Application</td>
</tr>
<tr>
<td>Will any generators be utilized?</td>
<td>Y N</td>
<td></td>
<td></td>
<td></td>
<td>Separate Building Permits/Fire Permits required See Temporary Generator Handout</td>
</tr>
<tr>
<td>Will any stages be utilized?</td>
<td>Y N</td>
<td></td>
<td></td>
<td></td>
<td>Separate Building Permits/Fire Permits required See Tent Handout</td>
</tr>
<tr>
<td>Will any electrical lighting be utilized for the event?</td>
<td>Y N</td>
<td>City of Palm Desert Public Works</td>
<td>(760) 776-6450</td>
<td>cityofpalmdesert.org/public works</td>
<td>Separate encroachment permits required.</td>
</tr>
<tr>
<td>Will any fireworks, pyrotechnics or flame sources be utilized?</td>
<td>Y N</td>
<td>Palm Desert Fire Marshal</td>
<td>(760) 346-1870</td>
<td>cityofpalmdesert.org/firemarshal</td>
<td>Separate pyrotechnics permit required See Special Effects Permit</td>
</tr>
<tr>
<td>Will event utilize City property or sponsorship?</td>
<td>Y N</td>
<td>City Special Events Coordinator</td>
<td>(760) 776-6425</td>
<td></td>
<td></td>
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</tbody>
</table>