



**APPLICATION
FOR
TEMPORARY USE PERMIT**
Whittier Municipal Code Chapter 18.54

Fee: \$229.00*
*Non-profit organizations are exempt from application fees

Address of Activity: _____

Type of Activity: (See Reverse) _____

Date(s) of Activity: _____ Time: From: _____ To: _____

Applicant's Name: _____ Phone No. (____) _____

Applicant's Address: _____ City: _____ State: _____ ZIP: _____

Applicant's Email: _____

Description of Activity: _____

Number of persons attending: _____ Is a cover charge or fee charged for admission? Yes ____ No ____

Will there be dancing? _____ Live music _____ or pre-recorded music? _____

Will security personnel be used? _____ How many? _____

Company providing security: _____

Address of security company: _____ Phone Number (____) _____

Applicant's signature: _____ Date: _____

Property Owner Information

I hereby certify that I am the owner of the subject property and that I have reviewed the subject application and authorize the applicant to make decisions that may affect my property as it pertains to this application.

Property Owners Name: (Print) _____ Address: _____

Property Owners Signature: _____ Date: _____

**For City Use Only
Departmental Review**

_____ Date: _____ **Approved:** **Denied:**
Building & Safety

_____ Date: _____ **Approved:** **Denied:**
Planning

_____ Date: _____ **Approved:** **Denied:**
Police

Reason for Denial _____

Account #1000-359-01

Type of permit, per Whittier Municipal Code, Section 18.54.050:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Promotional Sale | <input type="checkbox"/> Promotional Event | <input type="checkbox"/> Temporary Event | <input type="checkbox"/> Fundraising Sale |
| <input type="checkbox"/> Fundraising Event | <input type="checkbox"/> Christmas Tree Sales | <input type="checkbox"/> Pumpkin Patch | <input type="checkbox"/> Carnival |
| <input type="checkbox"/> Other (Describe) _____ | | | |

Number of previous permits for promotional sales at this address this calendar year _____ (limit three)

Aggregate number of days for all events or sales at this address this calendar year _____ (limit forty-five days)

Temporary Use Permits

Temporary use permits are required for certain activities enumerated in Chapter 18.54 of the Zoning Regulations. No person may sponsor, participate or engage in any of the following enumerated activities, or any activity similar or related thereto, without first obtaining a temporary use permit therefor issued by the City:

Outdoor sale of Christmas trees or pumpkins for a period not in excess of thirty consecutive calendar days, except when such sales are in conjunction with an established commercial business, by the person who holds a valid City business license for such commercial business.

Temporary Events, limited to a period not to exceed seven consecutive calendar days, including:

1. Circuses, Carnivals, and Fairs
2. Aircraft and helicopter landings and parachutist demonstrations
3. Concert, dance, or sporting event or exhibition open to the general public

Promotional sales, fundraising sales or events and promotional events on C-zoned or M-zoned lots, utilized by an existing use authorized by the Zoning Regulations, provided that:

1. Promotional sales are limited to no more than three such events in a calendar year;
2. The duration of any such sale or event may not exceed three consecutive days,
3. No portion of any required off-street parking facility may be utilized for such sale or event, and
4. Activities are permitted for a period of not to exceed eight hours on any calendar day.

Definitions

"Applicant" is that person who actually proposes to conduct the activity for which the temporary use permit is required.

"Fundraising event" means a sale of goods or services for a charitable, religious, educational, cultural, civic or political purpose, such as rummage sales or auctions.

"Promotional event" means an activity, such as an antique, art, fashion or sport show, intended to attract business to a location, but which does not involve the sale of merchandise outside of a building. It may include incidental sales of goods by individual exhibitors who do not use the premises as a permanent place of business. Such vendors may be required to obtain business licenses.

"Promotional sale" means a sale, conducted outside of a building, of goods and services, by a person holding a valid City business license, but limited to no more than three such events in a calendar year

"Temporary event" means an activity, such as a concert, dance, sporting event or exhibition:

1. Which involves the assembly of twenty-five or more persons;
2. For which a charge is made by the owner, for the use of the property; or
3. For which a charge is made for admission to the activity.

Approval. The City may issue a temporary use permit if it is assured that the activity can and will be conducted in a manner compatible with the preservation of the public peace, safety, health and general welfare, and will not be injurious or detrimental to the use of property located in the immediate vicinity thereof. The City may impose reasonable conditions upon the issuance of such permits to insure the preservation of the public peace, safety, health and general welfare, and to insure that the activity will not be injurious or detrimental to property located in the immediate vicinity of the proposed location for the activity.

Revocation. The Chief of Police may suspend a temporary use permit if he finds that the permittee has violated any condition of approval imposed upon the permit; has violated any provision of law; or is, by the actual conduct of the activity, threatening the preservation of the public peace, safety or general welfare, or unreasonably interfering with the use and enjoyment of other property.

Applications. The application on the reverse side of this sheet must be filled out completely and legibly. It must be no less than ten (10) business days before the date the proposed event, to process your request submitted.

Applications for all events utilizing outdoor space must be accompanied by a site plan showing the areas to be used, parking spaces, sidewalks, and any other information City staff may require to make a timely and informed decision on your application.

Some events may require the provision of security personnel to assure that the public peace, safety or general welfare is preserved.

The issuance of a temporary use permit is not a waiver of any requirement of any other provision of the Whittier Municipal Code or other County or State law.

This handout is a summary of the provisions for temporary use permits, and is not intended to be a complete presentation of the law. Complete text and requirements may be found in Title 18, Chapter 18.54 of the Whittier Municipal Code. Questions regarding the requirements or the application process may be directed to either the Planning Department at (562) 464-3420 or the Department of Building and Safety, at (562) 464-3410.

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