



City of Whittier
**SUBMITTAL CHECKLIST FOR
TEMPORARY USE PERMITS**

This checklist shall be submitted to the Planning Division within 10 business days prior to event.

TEMPORARY USE PERMIT

APPLICATION FORM

SITE PLAN

Please include the following on the site plan:

A) Detailed layout of event (Include trailer, equipment, tents, tables, lighting etc.);

B) Event site address;

C) Location of on-site parking;

D) Property lines;

E) Setback of temporary tents, tables etc. from adjacent buildings and/or property lines; and,

F) Existing and proposed structures and their uses.

OWNERSHIP VERIFICATION (one copy)

A) Written consent from property owner to authorize representative (if applicable).

SECURITY PLAN (if applicable)

APPLICATION FEES

MISCELLANEOUS ITEMS

A) Coordinate with Athens Services for trash drop-off and pick-up (if applicable)

B) Business license for all vendors; and describe any type of the live entertainment and/or amplified music that will occur in conjunction with the event.