



# TEMPORARY USE PERMIT SUPPLEMENTAL APPLICATION



## GENERAL INFORMATION

### WHAT IS A TEMPORARY USE PERMIT?

A Temporary Use Permit allows a specific land use for a limited period of time on a certain site. It authorizes such short-term uses as mobile food vendors, seasonal holiday sales, construction trailers, and festivals or exhibitions. It does not authorize construction-related activities that require a building permit from the Building & Safety Division. A Temporary Use Permit may approve a period of time ranging from one day to multiple years. Further time may only be authorized with a new application.

### WHEN IS IT REQUIRED?

If a use is not intended to be permanent, and it is a variation from the customary operations of the existing use on a property, a Temporary Use Permit may be appropriate. Certain temporary uses are exempt from a permit if they comply with the criteria in the Zoning Ordinance. Applicants must research the project site prior to submitting an application to verify there are no previous Planning approvals (Conditional Use Permits) that restrict or limit the number of special events allowed on a site.

### IS ANOTHER CITY PERMIT OR APPROVAL REQUIRED?

A Temporary Use Permit from the Planning Division is frequently one of a number of City permits required to operate a temporary use. The Fire, Police, County Health Department, Public Works, and Parks and Recreation Departments, among others, may also require separate permits before such operations can commence. See the City's [Planning a Special Event](#) website for more information.

## MY EVENT IS ON A STREET, SIDEWALK, OR PARK

If a temporary activity is proposed to be conducted within a public right-of-way (streets or sidewalks), park, beach, or City-owned facility, an alternate permitting process administered by the City Police Department or the Parks or Recreation Department is required. Mobile Food Vendors operating from a street do not require a Temporary Use Permit.

However, a Temporary Use Permit (Coastal Exemption) may be required for a temporary use if it involves the exclusive use of a sandy beach, parkland, filled tidelands, water, streets, or parking area which is otherwise open and available for general public use. See [Coastal Zone Review](#) for more information.

## HOW DOES THE PROCESS WORK?

### Ministerial/By-Right Review

Temporary uses that meet the criteria in the Zoning Ordinance for approval may be authorized by the Community Development Director without a public hearing. If approved, this stamped document is your Temporary Use Authorization. No subsequent document will be issued by the Planning Division.

### Discretionary Review

Temporary uses that propose to exceed certain standards, such as allowable location, duration, and number of events, will require an additional planning application for a Performance Standard Permit, Conditional Use Permit, or a Coastal Development Permit. More information on discretionary planning applications is available here: [Planning \(PLN\) Application Guide](#).

## TIMELINE FOR APPROVAL

Please allow a minimum of **30 calendar days** for Planning staff to review and analyze the proposal. Since multiple separate permits may be required, applicants are strongly encouraged to submit as early as possible before the start date of the event. A Conditional Use Permit or Performance Standard Permit may take 6 to 12 months or longer to be processed.

## INSTRUCTIONS

If your temporary event requires discretionary review or a building permit for any construction-related activities, complete the forms and provide any supporting materials described in this Supplemental Application and submit it along with a complete Planning (PLN) Application or Building Permit (BLD) Application, as applicable. s

If your temporary event does not require any other City applications, this document, along with the notations and signatures, is your Temporary Use Permit. No subsequent document will be issued by the Planning Division. All forms must be completed, signed, and submitted as a PDF attachment to your electronic submittal.

## HOW TO SUBMIT

All building permit and planning applications, including all supporting plans and documents, are accepted online via our [Accela Citizen Access Portal \(ACA\)](#). More information: [Electronic Submittals](#).



## TEMPORARY USES

*Check the box below indicating the category for the proposed Temporary Use Permit. Only **ONE** category will apply to each event. If the use does not conform to all standards, it cannot be approved.*

**A. Lighting Only Event**

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*To permit a searchlight, laser light, or similar prohibited outdoor lighting fixture (see SBMC 22.75.030.C)*

- **Hours.** Not to exceed 8 consecutive hours.
- **Number.** Not more than 5 events during any 180-day period.
- **Time.** Lighting fixture will not be operated between midnight and sunrise.

**B. Mobile Food Vendor**

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*To permit a Mobile Food Vendor on private property (not street or right-of-way)*

- **Zone.** Located in a nonresidential zone. (*O-R, O-M, C-R, C-G, M-C, or M-I Zone*)
- **Commercial Use.** Site contains an existing commercial business or other nonresidential use.
- **Number.** Maximum of one truck per day per parking lot.
- **Hours.** Maximum operating hours of 4 hours per day per parking lot.
- **Days.** Total days onsite is not more than 90 days total in any 12-month period.
- **Distance.** Located at least 500 feet away from another mobile food vendor on private property.
- **Parking.** Existing parking spaces for the business on the site are either:
  - Not being displaced; or
  - No more than 3 parking spaces are being displaced on the site for a maximum of 4 hours per day per parking lot, and no more than 10% of the total number of parking spaces; or
  - Parking spaces are displaced, but existing business is not open during the event.
- **Not Permanent.** Mobile food vehicles are not in a permanent location.
- **Not Unattended.** Vehicles will not be left unattended, or left on-site when inactive, or stored overnight.
- **Safety.** Will not obstruct the right-of-way, sight distances, or create hazards for vehicles or pedestrians.
- **Accessibility.** Complies with accessibility and Americans with Disabilities Act.
- **Products.** Limited to food and beverages for immediate consumption.
- **Vehicle.** Operations are conducted from a motor vehicle, or vehicle with a trailer with issued State license plate and Health Dept. approvals. (*Pushcarts not authorized with a Temporary Use Permit*)
- **Clean.** Mobile Food Vendor will be responsible for keeping the area clean of any litter or debris and shall provide trash receptacles for customer use on-site.
- **Noise.** No vendor shall ring bells, play chimes, play an amplified musical system, or make any other notice to attract attention to its business while operating within city limits.
- **Signs.** Signs require a separate sign permit. Some signs are prohibited such as banners and portable signs. See the City's Sign Ordinance (SBMC [22.70](#)) for details.

*Caterer: A Mobile Food Vendor is exempt from a permit when operating as a caterer to a private event if food or beverages are not sold to the general public.*

**C. Office Use of a Modular Unit**

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*To permit a modular unit used as either: (1) an office for the sale, rental, or leasing of lots/residential units; or (2) as a temporary office during the term of a construction project.*

- **Building Permits.** If a building permit is required, it has been obtained.
- **Street Improvements.** All street improvements and parking spaces are provided.
- **Parking.** Parking spaces for other uses shall not be displaced, except as provided below.
  - Parking spaces are displaced, but the existing business is not open during the event; or
  - Equivalent replacement parking spaces are provided offsite.
- **Construction.** Each modular unit is located outside the construction zone.
- **No Retail.** No retail sales are made from the modular units.
- **Years.** Must be closed after a period of 2 years, unless the time period is extended.

*Construction Office: A modular unit is exempt from a permit if used as a construction building or office at the site of a construction project for the duration of such project.*

**D. Seasonal Sales**

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*To permit the annual sales of holiday-related items such as Christmas trees or pumpkin patch.*

- **Zone.** Located in a nonresidential zone. (*O-R, O-M, C-R, C-G, M-C, or M-I Zone*)
- **Commercial Use.** Site contains a commercial business or other nonresidential use.
- **Weeks.** Duration on a site is a maximum of 6 weeks per holiday.
- **Number.** Cumulative number of events allowed per site is 6 times per 12-month period.
- **Parking.** Parking spaces for other uses shall not be displaced, except as provided below.
  - Parking spaces are displaced, but the existing business is not open during the event; or
  - Equivalent replacement parking spaces are provided offsite.
- **Removal.** The site shall be returned to its original state within 7 days following the event.

**E. Coastal Zone Special Events**

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*To permit an event that involves the exclusive use of a sandy beach, parkland, filled tidelands, water, streets or parking area which is otherwise open and available for general public use (see SBMC 28.44.070.J).*

- The event DOES NOT include all three of these conditions: (1) held between Memorial Day weekend and Labor Day; (2) occupies a sandy beach area; (3) charges a fee for general admission where no fee is currently charged for use of the same area (not including booth or entry fees); or
- The event DOES include all three of the conditions listed above, BUT it also meets one of the following:
  - **Fee.** Fee is for preferred seating only and 75% of the provided seating capacity is available free of charge for general public use; or
  - **Remote Location.** Event is in a remote location with minimal demand for public use, and there is no potential for adverse environmental effect; or
  - **One Day.** The event is less than one day in duration; or
  - **Previously Approved.** Event previously received a coastal development permit, will be held in the same location, at a similar season, and for a similar duration.

**F. Special Events (Outside Coastal Zone)**

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To permit a special event, outdoor sale, and associated lighting and displays (See SBMC 30.185.420.E.4)

- **Zone.** Located in a nonresidential zone. (O-R, O-M, C-R, C-G, M-C, or M-I Zone)
- **Commercial Use.** Site contains a commercial business or other nonresidential use.
- **Number.** Cumulative number of events allowed per site is 6 times per 12-month period.
- **Hours.** Hours of operation occur between 8:00 a.m. and 9:00 p.m.
- **Days.** Duration on a site is a maximum of 3 consecutive days per event.
- **Paved Area.** Event is on a paved area on the same site as the use with which the event is associated.
- **Parking.** Parking spaces for other uses shall not be displaced, except as provided below.
  - Parking spaces are displaced, but the existing business is not open during the event; or
  - Equivalent replacement parking spaces are provided offsite.
- **Safety.** Will not obstruct the right-of-way, sight distances, or create hazards for vehicles or pedestrians.
- **Accessibility.** Complies with accessibility and Americans with Disabilities Act.
- **Removal.** The site shall be returned to its original state within 7 days following the event.

*Exempt Garage Sale: No more than 4 events per 12-month period; no more than 3 consecutive days.*

*Exempt Fund Raiser: No more than 4 events per 12-month per site, no more than 3 consecutive days.*

**G. Temporary Structure/Use (Structures Not Associated with an Event)**

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To permit a temporary structure or use on a site for longer than 3 days.

- **Zone.** Located in a nonresidential zone. (O-R, O-M, C-R, C-G, M-C, or M-I Zone)
- **Months.** No more than 12 consecutive months. Only one approval per site per year.
- **Floor Area.** Does not exceed 1,500 net square feet per site.
- **New Parking.** Parking spaces will be provided for new floor area per Ch. 30.175, Parking Regulations.
- **Displaced Parking.** Parking spaces for other uses shall not be displaced, except as provided below.
  - Parking spaces are displaced, but the existing business is not open during the event; or
  - Equivalent replacement parking spaces are provided offsite.
- **Code Requirements.** The temporary structures complies with other applicable development standards
- **Removal.** The site shall be returned to its original state within 7 days following the event.

**H. Discretionary Planning Approvals**

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A temporary use that exceeds the administrative standards above, will require one of the following:

- **Performance Standard Permit (PSP).** Up to 12 events per 12-month period; or up to 11 days per event. Up to 24 months for a temporary structure.
- **Conditional Use Permit (CUP).** Event occurs over multiple years, or more than 12 times per year, or a temporary use that may affect the community at large or the neighborhood beyond a 300-foot radius.
- **Coastal Development Permit (CDP).** If unique or changing circumstances exist relative to the particular temporary event that have the potential for significant adverse impacts on coastal resources.



## SUBMITTAL INFORMATION

### FEES

*Payment of fees is required for all applications.*

#### Fees

Payment via check, electronic check, or credit card is required before project review or processing. Once the application is submitted, City staff will follow up electronically with an invoice for the total fee amount. Fees may be paid online through ACA, mailed, faxed, or dropped off at 630 Garden Street for processing. If paying by mail or fax, a [Fee Payment Submittal Sheet](#) is required. For more information, click on [How to Pay Invoiced Fees](#).

### PHOTOGRAPHS

*Photographs are required for all applications.*

#### Photographs

Submit current color photographs of the site from the street, each elevation of the buildings, adjacent properties, surrounding neighborhood area, and streetscape to provide an accurate depiction of the location of the subject parcels.

#### Mobile Food Vendors: Photograph of Vehicle

Mobile Food Vendor applicants shall provide photographs of the vehicle to be used, showing the side that would be serving customers. Indicate length and width (in feet) of the vehicle.

### PLANS

*A Condensed Site Plan and Vicinity Map are required for all applications.*

#### Vicinity Map

Provide a Vicinity Map (either on a separate sheet or combined with the site plan below) with a digital sheet size of 8 ½ -inches by 11-inches showing the surrounding streets and neighboring properties. Identify the project site.

#### Condensed Basic Site Plan

Provide a scaled, reduced-size, Basic Site Plan on a digital sheet size of minimum 8 ½ -inches by 11-inches and maximum 11-inches by 17-inches. See the [Project Plan Submittal Requirements](#) handout for the required contents of plan submittals.

### SUPPORTING MATERIALS

*Supporting Materials are required for all applications.*

#### Applicant Letter

Include a detailed description of the proposed project. Describe height and materials of all

proposed structures. Indicate if any other Temporary Use Permit authorizations have been issued for the same project site within the last 12 months, include the dates, and number of days of the event, and any other significant details of that event. Indicate if any parking spaces will be displaced onsite. Describe if onsite businesses will be open or closed during the temporary event. Indicate if any food or alcohol will be served.

**Mobile Food Vendor Preliminary Site Analysis**

No mobile food vendor may operate closer than a 500-foot radius to another mobile food vendor located on private property. Review the “Mobile Food Vendor” layer through the City’s mapping application, [MAPS](#) and submit a copy of the vicinity map showing there are no time or location conflicts with the proposed location.

**Traffic Detour Plan**

Indicate if any streets, sidewalks, or right-of-way will be used, blocked, or altered, and if so, provide a copy of the Traffic Detour Plan approved by Transportation Operations. Provide evidence that any affected tenants, occupants, or business owners have been notified of any proposed street closure.

**Off-Site Parking Approval Letter**

If replacement parking spaces are proposed on an off-site location, it must be in an existing private, nonresidential, parking area, and within 500 feet by “path of travel” to the project site. If parking will be relocated off-site, provide written approval from the off-site property owner and the following information:

- Address of the replacement off-site parking site, including relocation of ADA parking.
- Number of parking spaces available at the off-site location.
- Indicate if the businesses at the off-site parking location be closed during the event.
- If offsite business will be open during the event, provide the number of **excess** parking spaces available at the offsite parking location. “Excess parking” means any parking spaces that are provided beyond what is required in the Zoning Ordinance.

## APPLICATION FORMS & INSTRUCTIONS

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*All forms must be completed, signed, and submitted as a PDF attachment to your electronic submittal.*

<b>1</b>	<b>Temporary Use Application</b>	Pg 8	<b>3</b>	<b>Applicant’s Affidavit</b>	Pg 11
<b>2</b>	<b>Special Event Questionnaire</b>	Pg 10	<b>4</b>	<b>City Authorizations</b>	Pg 12

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# TEMPORARY USE APPLICATION

## CASE INFORMATION

Submittal Date: \_\_\_\_\_ PLN RECORD # (if known): \_\_\_\_\_

## PROPERTY INFORMATION

Project Address: \_\_\_\_\_

Assessor Parcel Number (APN): \_\_\_\_\_ Zone: \_\_\_\_\_

## ADJACENT LAND USES

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

## OWNER'S INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## APPLICANT'S INFORMATION Same as above

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## PRIMARY CONTACT INFORMATION (Name of responsible party during business hours)

Primary Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Temporary Business or Event: \_\_\_\_\_

## COASTAL JURISDICTION AREA

N/A – Inland Area  Appealable  Non-Appealable  Coastal Commission (State) Permit

## TEMPORARY USE REQUESTED

Mobile Food Vendor  Seasonal Sales  Special Event  Lighting Event  Temporary Structure/Use  Modular Unit

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**DAYS:**  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

## TEMPORARY USE DESCRIPTION

*Provide a brief summary of the proposed project and describe all reviews requested.*

## RELATED APPLICATIONS

*Indicate if there are any other approvals associated with the project. An approval required by another City Department must be completed prior to submitting an application to the Planning Division.*

- Not Applicable**

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- Building Permit**  
A building permit is required for any temporary structures such as awnings, bleachers, stages, enclosed tents, fences, electrical items such as portable generators, food or beverage equipment, outlets, portable toilets.

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- Sign Application**  
If your sign is not exempt from a permit, a separate sign application is required from the Planning Division.

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- Fire Department Permit**  
The Fire Department must review public assemblies of more than 49 people, events including pyrotechnics or open flames, Christmas tree lots, and tents larger than 400 sq. ft. or a canopy larger than 700 sq. ft.

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- Public Works Permit**  
A Public Works permit is required to post “no parking” signs or to use a street or sidewalk for vendors to sell food, merchandise or services, or if any right-of-way will be used, blocked, or altered.

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- Parks & Recreation Permit**  
Any special event held in parks, beaches, or City-owned facilities is permitted through Parks and Recreation.

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- Alcohol Use Permit**  
If you intend to sell or give away any alcoholic beverages, you must receive authorization from the Police Department and the Department of Alcoholic Beverage Control (ABC).

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- County Environmental Health Services Permit**  
If you intend to sell, serve, give away, or sample food or consumable products including water and other beverages, at a public event, you must obtain a temporary food facility permit.

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- City Finance Department License**  
Apply for a Business License or One Day Vendors License if vendors sell food, merchandise or services.

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- Police Department Permit**  
If your event includes any alcoholic beverages, requests a full or partial closure of a street or sidewalk or if your walk or run has 75 people or more, a Police Special Events Permit will be required.

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## 2 SPECIAL EVENT QUESTIONNAIRE

All fields relevant to the project **must be completed** in order for this application to be accepted. Where questions do not apply to your project, indicate "N/A".

1. Describe the location and address of the special event:

2. Dates of the special event (include setup and breakdown dates):

3. Frequency of the event within window of authorization (every day, weekly, monthly)

4. Hours of operation hours of the event (include setup and breakdown times):

5. Square feet and seating capacity of area occupied by special event:

6. Temporary structures – type, number, height, and square feet :

7. Total number of days on one site in a 12-month period:

8. Total number of existing and displaced parking spaces, both onsite & offsite:

9. Describe any proposed offsite parking or traffic detours:

10. Charges for general public admission or seating:

11. How many other events have occurred on the same site in the past 12-months?

### 3 APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a. The undersigned is the applicant for a project on this property.
- b. The information presented is true and correct to the best of my knowledge.
- c. **Previous Approvals.** I certify that I have reviewed the [Community Development Property Record Database](#) for the project site prior to submitting my application.
  - **Conditions of Approval.** The site **does**  / **does not**  (check only one) contain any conditions of approval or other use limitations per existing discretionary approvals. I understand that if the site is subject to conditions, this application does not override those conditions.
  - **Temporary Use Permits.** The site **does**  / **does not**  (check only one) contain any other Temporary Use Permit authorizations. If other events have been approved on this site, I included the details in my applicant letter and comply with the maximum number of events allowed per year.
- d. **Responsibility.** I understand that the applicant and property owner are responsible for knowing and complying with the governing policies and regulations applicable to the proposed permit. I agree to operate in accordance with the Temporary Use Standards of Santa Barbara Municipal Code. Failure to operate within the standards will be cause for enforcement.

**APPLICANT:**

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant's Name (printed)*

\_\_\_\_\_  
*Title (Architect, etc.)*

# 4 CITY AUTHORIZATION

If this sheet includes a **Planning Authorization stamp**, the Community Development Department of the City of Santa Barbara certifies that this development meets the requirements of the Municipal Code for a Temporary Use Permit. This approval is for the specific proposal dates, hours, and duration described in this Application and is further subject to the restrictions contained in the Municipal Code.

## CERTIFIED BY:

City authorization stamp goes here

### IMPORTANT INFORMATION FOR APPLICANTS AND PROPRIETORS

- This document, along with the notations and signatures above, is your Temporary Use Authorization. No subsequent document will be issued by the Planning Division.
- Be reminded that you are authorized to operate only at the specific location, days, and hours identified in this application. Mobile Food Vendor vehicles cannot be on the property at any other time. Keep this Authorization in your vehicle at all times.
- This Temporary Use Authorization is a land use and zoning approval only. It does not establish any right to conduct activities that require authorization from other governmental agencies.

TEMPORARY USE	NUMBER	HOURS	DURATION
<b>Mobile Food Vendors</b>	1 per day per lot	4 hrs. per day per lot	90 days per 12 mo.
<b>Seasonal Sales</b>	6 times per 12 mo.	–	6 weeks per holiday
<b>Special Event (Inland)</b>	6 times per 12 mo.	8am - 9pm	3 days per event
<b>Special Event (Coastal)</b>	4 times per 12 mo.	–	1-3 days per event
<b>Lighting Event</b>	5 times per 6 mo.	Sunrise - 12am	Maximum 8 hrs.
<b>Temporary Structure</b>	1 time per 12 mo.	–	Maximum 12 mo.
<b>Modular Unit Office</b>	1 time per 24 mo.	–	Maximum 24 mo.
<b>Performance Standard Permit</b>	12 times per 12 mo.	As approved	11 days - 24 mo.
<b>Conditional Use Permit</b>	More than 12 times	As approved	As approved