



Permit #: \_\_\_\_\_

# CITY OF LAGUNA HILLS TEMPORARY USE APPLICATION/PERMIT

(Please submit this application at least 30 days prior to the event)

(Please type or print)

1) Name of Applicant: \_\_\_\_\_

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

Phone Number: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address: \_\_\_\_\_

2) Event Contact Person: \_\_\_\_\_

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

Phone Number: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

3) Name of Business: \_\_\_\_\_

4) Name of Property Owner/Manager: \_\_\_\_\_

Phone Number: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

5) Date(s) of Event: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

6) Estimated Attendance: \_\_\_\_\_

7) Location of Event: \_\_\_\_\_

8) Purpose of Event: \_\_\_\_\_

9) Total Number of Events this Year: \_\_\_\_\_

10) Please attach a Site Plan & Diagram of your proposed event. Include any areas to be roped or cordoned off. If this is a walk-a-thon, bike-a-thon or 5-10k run, please provide the specific route your group intends to use, including a starting point, time of departure, termination point, time of termination and traffic plan.

PURSUANT TO CHAPTER 9-62 OF THE CITY OF LAGUNA HILLS DEVELOPMENT CODE, A TEMPORARY USE MAY BE CONDUCTED SUBJECT TO COMPLIANCE WITH THE PERFORMANCE STANDARDS CONTAINED THEREIN. THE EXECUTION OF THE TEMPORARY USE PERMIT SHALL SERVE AS OFFICIAL ACKNOWLEDGEMENT BY THE APPLICANT OF THE PROVISIONS OF THE ABOVE-MENTIONED CODE SECTIONS. IF THERE ARE ANY CHANGES TO THIS TEMPORARY USE, THE CITY OF LAGUNA HILLS SHALL BE NOTIFIED 30 DAYS PRIOR TO THE EVENT. IN SIGNING THIS TEMPORARY USE PERMIT, THE APPLICANT AGREES TO ABIDE BY THESE PROVISIONS.

Signature of Applicant

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of Property Owner

Date

(If different from applicant)

\_\_\_\_\_

\_\_\_\_\_

↓ **STAFF USE ONLY** ↓

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**IN EXECUTING A TEMPORARY USE PERMIT TO PERMIT A TEMPORARY USE AT THE ABOVE-MENTIONED ADDRESS, I DO HEREBY CERTIFY:**

- (a) That the applicant has been provided a copy of The City of Laguna Hills Development Code, Chapter 9-62 (Temporary Uses); and
- (b) That the applicant has concurrently completed the City of Laguna Hills Temporary Use Permit Form and submitted a fee of \$330.35 required for the review process; and
- (c) That, based on the information provided by the applicant, the nature, condition and development of adjacent uses, buildings and structures has been considered, and the proposal will not adversely affect or be materially detrimental to the adjacent uses, buildings or structures.

\_\_\_\_\_ **Christmas tree lots** may not initiate sales until Thanksgiving weekend, and shall end on December 26 each calendar year.

\_\_\_\_\_ **Pumpkin patch sales** shall not begin until October 1 and shall end on November 1 each calendar year.

\_\_\_\_\_ **All other temporary uses** shall be restricted to a period **not to exceed ten consecutive calendar days**.

Not more than **one event per calendar quarter** shall be permitted by any applicant.

**APPROVAL:**

**I hereby approve the Temporary Use Permit to permit a temporary use at the above-mentioned address subject to the attached conditions.**

\_\_\_\_\_  
**NAME AND TITLE**

**DATE:** \_\_\_\_\_

**Chapter 9-62**

**TEMPORARY USES**

**Sections:**

- 9-62.010 Purpose and intent.**
- 9-62.020 Permit required.**
- 9-62.030 Permitted temporary uses.**
- 9-62.040 Limitations on temporary uses.**
- 9-62.050 Application requirements.**
- 9-62.060 Fees.**
- 9-62.070 Special restrictions.**
- 9-62.080 Exempt activity.**
- 9-62.090 Appeals.**

**9-62.010 Purpose and intent.**

The intent and purpose of this chapter is to establish standards and to regulate temporary uses within Laguna Hills. (Ord. 98-8 § 2 (part): prior code § 9-49.010)

**9-62.020 Permit required.**

Each individual, agency, organization, institution, or association wishing to conduct a temporary use shall first obtain a permit from the Planning Department, unless such temporary use is exempt from permit requirements. The Community Development Director shall be the reviewing and approval authority for any temporary use not involving public facilities or rights of ways. The Public Works Director or City Engineer shall approve all temporary use permits involving public facilities or rights of way. (Ord. 98-8 § 2 (part): prior code § 9-49.020)

**9-62.030 Permitted temporary uses.**

Temporary uses permitted by the individual zoning districts are contained in the list of uses for each district, and are identified by the letter “T” on those lists. Only those listed temporary uses shall be permitted. (Ord. 98-8 § 2 (part): prior code § 9-49.030)

**9-62.040 Limitations on temporary uses.**

Temporary uses shall be limited to reduce impacts to adjacent properties. Limitations applicable may include:

- A. Number of consecutive days in event;
- B. Location to which restricted;
- C. Date and time of event;
- D. Hours of operation;
- E. Requirements for additional permits or clearances;
- F. Advertising displays;
- G. Use of sound systems;
- H. Parking and security controls;

I. Surety or cleaning deposits as necessary to insure proper return to use on site. (Ord. 98-8 § 2 (part): prior code § 9-49.040)

**9-62.050 Application requirements.**

Application materials and the process shall be as prescribed by the Planning Department. Application shall be made to the Department not later than thirty (30) days prior to the event in order to insure proper consideration. (Ord. 98-8 § 2 (part): prior code § 9-49.050)

**9-62.060 Fees.**

Fees for temporary use permits shall be those prescribed by resolution of the City Council. (Ord. 98-8 § 2 (part): prior code § 9-49.060)

**9-62.070 Special restrictions.**

Temporary uses shall be restricted as follows:

A. Outdoor events, outdoor sales and recycling events shall be restricted to a period not to exceed ten consecutive calendar days per event, except as otherwise permitted by this code. An additional forty-eight (48) hours shall be allowed for both the set-up and breakdown of facilities. Seasonal outdoor sales requiring longer selling periods shall be permitted as follows:

1. Christmas tree lots may not initiate sales until Thanksgiving weekend, and shall end on December 26th each calendar year.

2. Pumpkin patch sales shall not begin until October 1st each calendar year and shall end on November 1st.

3. Seasonal strawberry stands shall be subject to the following regulations:

a. Permits for strawberry stands are limited to 120 days per calendar year.

b. Strawberry stands shall be permitted to sell only items related directly to strawberries.

c. All associated signs shall be attached to the strawberry stand structure, and shall not extend above or beyond the strawberry stand structure. Other signs and advertising devices, such as banners, pennants, flags, A-frame signs, and light strings, are prohibited.

d. Portable toilets are not permitted at strawberry stands. Such temporary uses must have access to existing permanent restroom facilities for the use of employees.

B. Garage/yard sales shall be limited to two consecutive calendar days per event. For coordinated garage/yard sales involving five or more households within any given neighborhood, an address list shall be submitted with the temporary use permit application. A map indicating the location of the participating house-

holds may also be required if deemed necessary by the Planning Department.

C. Not more than one event per calendar quarter shall be permitted for any applicant, group or organization.

D. The event shall not encroach upon the public right-of-way unless the City Engineer has approved an encroachment permit.

E. The location of the event shall be cleaned and cleared of all materials and signage within forty-eight (48) hours after the close of the event.

F. Temporary construction offices and facilities may be permitted for the duration of construction for a given development project. The acceptable time period shall be determined by the Community Development Director subject to the review of a construction schedule to be submitted in conjunction with the temporary use permit application. (Ord. 2011-4 § 1 (Exh. A (part))); Ord. 98-8 § 2 (part); prior code § 9-49.070)

**9-62.080 Exempt activity.**

The following activity does not require the issuance of a temporary use permit:

A. Garage sales involving four or fewer households. (Ord. 98-8 § 2 (part); prior code § 9-49.080)

**9-62.090 Appeals.**

Appeals of decisions of the Community Development Director shall be made in the same manner as any other appeal. (Ord. 98-8 § 2 (part); prior code § 9-49.090)