



City of Laguna Niguel
Planning Division
30111 Crown Valley Parkway
Laguna Niguel, CA 92677
949-362-4300
www.cityoflagunaniguel.org

TEMPORARY USE PERMIT APPLICATION PACKET – FORM 204

Thank you for your interest in conducting a temporary use within the City of Laguna Niguel. To assist you in obtaining the required approvals, the City has assembled this handout for your convenience.

Depending on the type of use, the City will generally need a Temporary Use Permit application to be submitted 30 days prior to the event.

This packet contains guidelines for the following temporary uses and an application:

- Produce Stands
- Sidewalk Sales and Center-wide Events
- Relocatable Buildings and Temporary Fences
- Special Outdoor Events

TEMPORARY USE PERMIT FILING INSTRUCTIONS

The following is a list of the submittal items necessary to file a temporary use permit application. These filing instructions are intended to assist you in assembling a complete application packet.

- ☐ **Temporary Use Permit Application.** Completed and signed by the applicant and property owner (included as pages 5-6).
- ☐ **Project Plans.** Temporary Use Permit applications must be accompanied by three (3) printed copies and one (1) electronic copy of the Project Plans. Please include the plot/site plans, floor plans, and elevations indicating existing and proposed conditions. The plot plans must display the entire property, property lines, adjacent streets, and existing and proposed buildings/structures with emphasis on the request. Please draw plans to scale and show all necessary dimensions to give a true and clear picture of the existing and proposed conditions.
- ☐ **Processing Fee.** The processing fee for a temporary use permit is \$388.



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TEMPORARY USE PERMIT GUIDELINES

Produce Stands

A temporary fresh produce sales facility may be permitted during the harvest season subject to the approval of a temporary use permit and the following requirements:

- (1) A fresh produce sales facility shall be open for business only during the season when locally grown produce is harvested and available for sale. The temporary use permit for a fresh produce stand shall include permitted dates of operation, up to a maximum of 90 days.
- (2) Such a facility may not sell items not directly associated with fresh produce.
- (3) The applicant shall secure an electrical permit if the facility is to be energized.
- (4) The facility shall be removed and the premises cleared of all debris and restored to the condition prior to the establishment of the facility by the date indicated on the temporary use permit.
- (5) Each facility shall comply with fire prevention standards as approved and enforced by the fire chief.
- (6) Off-street parking and vehicular access shall be provided to the satisfaction of the director.
- (7) Signs shall be restricted to one banner sign per street frontage, each sign not exceeding 32 square feet. Other signs and advertising devices such as pennants, flags, A-frame signs, and light strings are prohibited.

Sidewalk Sales and Center-wide Events

Sidewalk sales and special center-wide events are permitted only with approval of a temporary use permit and compliance with the following provisions:

- (1) The application for a temporary use permit for a sidewalk sale or a special center-wide event shall specify the location of the temporary uses and show provision for adequate parking, site circulation, and emergency access.
- (2) Adequate pedestrian and vehicular access shall be maintained around merchandise or displays placed on a sidewalk, walkway, or in parking areas.
- (3) All signs and other materials placed in outdoor areas shall be removed within 24 hours after the close of business on the last day of the event.
- (4) Flood, laser, or search lights are not permitted unless approved as part of the temporary use permit.

Signs: Temporary signs for special center-wide events and sidewalk sales may be permitted as part of the temporary use permit as follows:

- (1) Signs shall be building-mounted, unless otherwise approved by the director as part of the temporary use permit.
- (2) For center-wide events, non-illuminated special event signs advertising the special event are permitted with a total aggregate sign area of up to 30 square feet. Signs shall be displayed no longer than ten days per approved event.
- (3) For sidewalk sales by individual businesses, non-illuminated special event signs advertising the sale are permitted with a total aggregate sign area of up to 12 square feet. Signs shall be displayed only on the three days allowed for each approved sale.
- (4) Special event signs shall relate only to the business being conducted on the premises where they are placed.

Relocatable Buildings and Temporary Fencing

A relocatable building and/or temporary fencing may be permitted to serve as any use permitted in the applicable zoning district subject to the approval of a temporary use permit application and the following additional provisions:

- (1) The temporary use permit application shall include the following:
 - a. A description of the proposed uses and operating characteristics for all uses on the site, both temporary and permanent.
 - b. A plot plan showing the location of all uses and structures, both temporary and permanent.
 - c. Supplementary exhibits, as required by the director to adequately review the proposal, such as building elevations, landscaping, grading, access, and utility service.
- (2) A temporary use permit for a relocatable building and/or temporary fencing may be conditionally approved and failure to comply with the required conditions shall be grounds for the revocation of the permit.
- (3) A cash bond for each relocatable building and/or temporary fencing shall be posted with the director to guarantee removal of each coach from the site upon expiration of the temporary use permit.
- (4) A temporary use permit for a relocatable building and/or temporary fencing shall be approved for a maximum of two years from date of approval.

Special Outdoor Events

Special outdoor events are events of a predominantly noncommercial nature including, but not limited to, pageants, fairs, carnivals, religious or entertainment events, and large community gatherings in temporary outdoor facilities.

Special outdoor events are permitted in all nonresidential districts provided the following requirements are met:

- (1) Activities conducted on property owned by or leased to the city or activities that take place on public road rights-of-way may require an encroachment permit issued by the public works director.
- (2) Events shall not to exceed ten consecutive days. Events recurring more than four times in a calendar year are not considered temporary and shall not be eligible for a temporary use permit.

A temporary use permit shall be required for special outdoor events of 200 people or more, including spectators and participants.

- (1) Applications for temporary use permits shall be referred by the community development department to other affected departments or public agencies for review and comment. Issues including, but not limited to, security, food and water supply, use of tents and canopies, sanitation facilities, medical services, noise, signage, fire protection and traffic control, shall be satisfactorily addressed by the applicant, as required by director, police chief, fire chief or health officer in their administration of other city regulations. Such other regulations may require the applicant to obtain permits such as building, electrical, health and tent permits.



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DATE STAMP

STAFF USE ONLY

PROJECT CASE NO.

PROJECT TYPE

PROCESSING FEE/DEPOSIT

TEMPORARY USE PERMIT APPLICATION – FORM 204

APPLICANT NAME	
PHONE NO.	EMAIL
SITE ADDRESS	
TEMPORARY USE REQUESTED	
<input type="checkbox"/> Produce Stands <input type="checkbox"/> Special Outdoor Events	
<input type="checkbox"/> Sidewalk Sales and Center-wide Events <input type="checkbox"/> Relocatable Buildings and Temporary Fencing	
DATE(S) OF TEMPORARY USE	TIME(S) OF TEMPORARY USE
From: To:	From: To:
TEMPORARY USE DESCRIPTION	
APPLICANT/OWNER CERTIFICATION	
<p>The applicant has read and understands the permit conditions; and hereby accepts this permit acknowledging that violation of any condition listed herein is grounds for permit revocation.</p> <p>I/We hereby certify that: 1) I am/We are the record owner(s) of the property proposed for use by this application; 2) I/We have knowledge of and consent to the filing of this application, and the information submitted in connection with this application is true and correct.</p>	<p>_____ Applicant (Print Name)</p> <p>_____ Applicant (Signature) _____ Date</p> <p>_____ Property Owner (Print Name)</p> <p>_____ Property Owner (Signature) _____ Date</p>



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STAFF USE ONLY

This temporary use is subject to the following conditions:

1. All disabled pedestrian and vehicular accesses shall remain clear at all times during this event and may not be used to display merchandise of any kind. A minimum of five feet clearance is recommended for all pedestrian ingress and egress. At no time shall accessible parking spaces be obstructed or blocked from use.
2. No persons, balloons, or animals shall be used strictly for advertising purposes, per Section 9-1-77 (17) of the Laguna Niguel Municipal Code.
3. All displays associated with this event shall be removed 24 hours after the conclusion of the event.
4. Orange County Fire Authority (OCFA) Inspection Required: No ☐ Yes ☐
Date of OCFA Approval: _____
5. Orange County Health Department (OCHD) Permit/Inspection Required: No ☐ Yes ☐
Date of OCHD Approval: _____
6. Other Condition(s):

Clean-Up Deposit Required: ☐ No ☐ Yes - \$500.00

Note: If a clean-up deposit is required, the Applicant understands that it will not be refundable until the site is inspected and cleared by City personnel.

The Temporary Use Permit is:

- (1) Consistent with the General Plan.
- (2) In conformance with the standards of the Laguna Niguel Municipal Code.
- (3) In compliance with CEQA and will not adversely impact the environment.
- (4) Not materially detrimental to public health, safety, and welfare.
- (5) Compatible with the surrounding commercial land uses.

Community Development Department hereby conditionally approves TUP: _____ - _____.

By: _____ Date: _____

cc: file