



City of Sebastopol

TEMPORARY USE PERMIT Application Checklist

The following shall be submitted to the Planning Department. All submittal information shall be presented along with the Planning Application form, related fees, and any additional information required by the Planning Department before the application can be accepted as complete.

Upon receipt of this information the Planning Department has 30 days in which to determine if the application is complete.

Size Limit: Plans should not be larger than 30" x 42" trimmed. All plans must be folded into a 9" x 11" size. Unfolded plans will not be accepted.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and bar scale on all plans.

SUBMITTAL REQUIREMENTS

(# of copies)

- 1. **Master Planning Application Form:** (1)
Completed and signed by applicant and property owner.
- 2. **Fee:** As defined on the fee schedule listed on the Master Planning Application form. Checks should be made payable to the City of Sebastopol.
- 3. **Location Map:** (1)
Indicate the subject parcel(s) and adjacent streets on an 8 1/2" by 11" map.
- 4. **Written Statement:** (1)
Describe all aspects of the proposed event (date, time, number of participants, etc.). Statement should include a description of the proposed use(s), as well as a description of current uses and conditions. If, because of use permit approval, there will be multiple uses on the site, indicate the location and square footage of the different uses (staff may require a map from the applicant to clarify the project).
- 5. **Site Photographs:** (1)
Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to provide the City with a series of overlapping photographs of the surrounding neighborhood that show a panoramic view.
- 6. **Site Plans Showing Event Information:** (2 sets)
Site plans of the project shall be dimensioned and accurately drawn. The plans shall contain basic information such as the area where the event will be conducted, where the music is to be played, location of buildings and restrooms, where any temporary tents or fencing is to be located, etc.
- 7. **Reduction:** (1 set)
An 8 1/2" x 11" reduction of each plan.

Supplemental Form

Please turn in with your application

DATE OF EVENT: _____

NAME OF EVENT: _____

TIME OF EVENT: _____

IS EVENT OUTDOOR - INDOOR - OR BOTH (PLEASE CIRCLE ONE)

WHAT IS THE ANTICIPATED ATTENDANCE? _____

WILL ADMISSION BE CHARGED? YES NO

WILL AREA BE BARRICADED OFF? YES NO

IF SO, HOW? PLEASE DESCRIBE: _____

HOW MANY PERSONS WILL STAFF THE EVENT? _____

WILL THERE BE PROFESSIONAL SECURITY GUARDS? YES NO

WILL ALCOHOL BE SOLD OR DISPENSED? YES NO

WILL MEALS OR OTHER FOOD BE PROVIDED? YES NO

WILL THE EVENT INCLUDE VENDORS? YES NO

TYPE OF ANY MUSIC: _____

TIME(S) THAT ANY MUSIC WILL BE PLAYED: _____

WILL MUSIC BE AMPLIFIED? YES NO

WILL ANY GENERATORS BE UTILIZED? YES NO

PLEASE DESCRIBE RECYCLING PLANS: _____

WILL PORTA-POTTIES BE UTILIZED? YES NO

WILL TENTS BE UTILIZED? YES NO

ARE ANY SUCH TENTS FIRE-RATED? YES NO

WILL THE EVENT DISPLACE PARKING? YES NO

WHERE WILL EVENT ATTENDEES PARK? PLEASE DESCRIBE. _____

HOW CLOSE BY IS THE NEAREST RESIDENCE? PLEASE DESCRIBE. _____
