



FILING FEE: \$1,586.70

CITY OF RIALTO PLANNING DIVISION
APPLICATION FOR A TEMPORARY USE PERMIT

LEGAL OWNER INFORMATION: I hereby certify that I am (we are) the record owner(s) for property tax assessment purposes of the property encompassed by this application. I understand and agree that this application will not be deemed complete by the City until all filing fees, documents, certifications, plans, etc., as required by the Rialto Municipal Code are filed with the Planning Division.

Date: _____ Name (Print): _____

Email: _____ Signature: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone No. _____

Address of Property (if none, general location): _____

ASSESSORS PARCEL NUMBER(S): _____

Application will not be accepted without valid tax assessors parcel number(s)

COMPLETE LEGAL DESCRIPTION OF SUBJECT PROPERTY: Attach a copy of the most recent Grant Deed(s). If your request is not for the entire property described on the Grant Deed, provide a metes and bounds description. Also attach a plat map of the property.

APPLICANT: (if other than legal owner)

REPRESENTATIVE: (if other than applicant)

Printed Name: _____ Printed Name: _____

Address: _____ Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

Email: _____ Email: _____

DESCRIPTION OF PROPOSED TEMPORARY USE: Please attach twelve (12) folded copies of a detailed plot plan and elevations (if appropriate) of the proposed use. Please enclose a description of the proposed temporary use, noting requested timeframe of approval, (one week, etc.), relate the use to the existing zoning, expected traffic impacts, hours of operation, etc. Attach additional sheet(s), as necessary. _____

FOR CITY USE ONLY:

PROJECT NO. _____

HEARING DATE: _____

E.A.R.# _____

CASE NO. _____

DFG FEE: _____

FILING FEE: _____

DATE RECEIVED: _____

APPLICATION DEEMED COMPLETE _____

**CITY OF RIALTO
TEMPORARY USE PERMIT
SUBMITTAL REQUIREMENTS**

NOTE: APPLICATION MUST BE SUBMITTED 30 DAYS IN ADVANCE

DESCRIPTION:

A Temporary Use Permit is required for certain projects that because of their nature or operation may affect neighboring properties. In order to ensure compatibility with neighboring properties, the Planning Division and other Departments/Divisions will review such items as traffic, relationship with surrounding properties and the operation of the use. The Planning Division and other Departments/Divisions will require certain conditions that ensure that the proposed use will not cause an adverse impact to the neighborhood:

The following items are submittal requirements for a temporary use permit:

1. Application form with owner and applicant's signature
2. Application fee*
3. Insurance naming City of Rialto as Additional Insured (Minimum \$1,000,000)*
4. Letter of authorization from owner or owner's agent
5. 8 copies of Site Plan
6. Temporary Use Event Form
7. Temporary Banner Permit Application: Fee (for on-site banners only - \$70.00)*
8. Signatures of business owners of neighboring stores/businesses acknowledging notification of event proposed by applicant.
9. Health Department Approval (if applicable)

*Exempt when approved by the Director of Development Services for non-profit organizations: churches, service organizations, etc., who provide written verification (i.e. 501C3)

CITY OF RIALTO
TEMPORARY USE PERMIT EVENT FORM

TITLE OF TEMPORARY USE: _____

TYPE OF TEMPORARY USE: _____

LOCATION OF EVENT. _____

DATES OF EVENT: _____

SET-UP DATE: _____ CLEAN-UP DATE _____

TEMPORARY USE HOURS. _____

SPONSOR OF EVENT: _____

PROPOSED ACTIVITIES. _____

PROPOSED ENTERTAINMENT: _____

FOOD SALES: ☐ YES ☐ NO

EXPECTED AMOUNT OF PEOPLE:

_____ ONE TIME _____ ENTIRE EVENT

SPECIAL REQUEST _____
