



City of Oakley
3231 Main Street
Oakley, CA 94561
(925) 625-7000
Oakleyca.gov

Temporary Use Permit Application

Purpose

A Temporary Use Permit is required for certain short-term activities, events, or temporary structures, such as special events at parks or construction trailers at large project sites. The permit allows the City to review the proposal and make sure it can operate safely and compatibly with the surrounding area. It also sets clear time limits and conditions so the use remains temporary.

Application Requirements

Anyone planning to hold or sponsor a special event covered by this section must submit a Temporary Use Permit application and the required fee to the Planning Division at least thirty (30) days before the event. Applications may sometimes be accepted on shorter notice with approval from the Planning Division and may be subject to an expedited processing fee.

Application packets for a temporary use permit on **public** property including City Parks shall include the following:

1. A completed and signed application form.
2. Application fee: \$100.00
3. Site plan indicating the location of driveways, display areas, temporary structures and facilities, parking areas, trash collection, signs, and any additional information requested by staff.
4. Proof of insurance in the form of a Certificate of Insurance with the City listed as additionally insured.
5. Business License, if applicable.
6. Refundable deposit required if held on City property: \$500.00
7. Please note: For events held on City property, additional Public Works requirements may apply. Events on City property typically require porter (janitorial) service arranged through the Oakley Public Works Department to support trash management and stormwater protection. The applicant covers the cost of the porter service which is quoted prior to the event. The cost is typically \$80-\$120 an hour, with service extending at least an hour beyond the end of the event for cleanup. As an alternative, the applicant may propose a private porter service with training in NPDES trash prevention, subject to approval by the Oakley Public Works Department.

Application packets for a temporary use permit on **private** property including City Parks shall include the following:

1. A completed and signed application form.
2. Application fee: \$100.00

3. Site plan indicating the location of driveways, display areas, temporary structures and facilities, parking areas, trash collection, signs, and any additional information requested by staff.
4. If the property where the event is to occur is owned by someone other than the applicant, the applicant shall obtain written approval from the property owner or its duly authorized representative, such written approval to be submitted with the special event application.
5. Business license, if applicable.

Common Standards

Temporary use permits shall be subject to the following conditions and criteria:

1. No permit shall be valid for more than sixty (60) days; however, an additional thirty (30) day extension may be granted by the Planning Division.
2. The permit is valid only for the dates shown on the approved permit.
3. The right-of-way, including streets and sidewalks, shall be kept free of all obstructions and/or debris.
4. If required, a building/electrical permit shall be obtained from the Building Department.
5. Temporary lighting shall not cause glare onto neighboring properties or the public right-of-way.
6. The applicant shall ensure that noise, dust, dirt, odors and/or other nuisances do not affect neighboring properties.
7. The event must provide adequate parking, including parking spaces for the disabled, as required by the Planning Division.
8. Upon conclusion of the temporary use, all items associated with it must be removed and the premises restored to its original condition within one week of the conclusion of the event and/or expiration of the permit, whichever is earlier.
9. No loud speakers or amplified music may be allowed for any temporary use, unless the permit specifically authorizes speakers or amplified music. If such approval is granted, the City Manager or his/her designee may rescind such approval should noise become a disturbance or nuisance.
10. If a trailer or recreational vehicle is used for habitation, a permit must be obtained from the Building Department. The unit must be self-contained. Sewage and wastewater may not be dumped on the site.
11. The provisions of this section apply to all zoning districts.



Staff Use Only:
Application No. _____

Temporary Use Permit Application

APPLICANT:

Applicant/Company Name: _____

Address: _____

Phone: _____

Email: _____

Acknowledgement: In making this application, the undersigned agrees that the above information is true and that all conditions of approval will be met.

Signature: _____

Date: _____

PROPERTY OWNER:

Name: _____

Address: _____

Phone: _____

Email: _____

Owner's Authorization: (if the applicant is not the owner of record), I authorize the applicant to file this application and to represent me on all matters concerning the application.

Signature: _____

Date: _____

PROJECT INFORMATION:

Project Name: _____

Site Address: _____

Assessor's Parcel Number: _____

Email: _____

Date and Time of Activity: _____

Project Description (attach additional page(s) if necessary): _____