



Town of Tiburon

1505 Tiburon Boulevard
Tiburon, California 94920

(415) 435-7373 | www.townoftiburon.gov

SUPPLEMENTAL APPLICATION FORM FOR TEMPORARY USE PERMITS

A Temporary Use Permit is required to allow short-term uses that may not meet the normal development or use standards applicable to the subject zoning district, but that may be acceptable because of their temporary nature. Applications for Temporary Use Permits are acted upon by the Director of Community Development or their designee.

Please refer to Section 16.52.090 of Chapter 16 (Zoning) of the Tiburon Municipal Code for additional information related to Temporary Use Permits.

PROCEDURE

Applications for Temporary Use Permits are acted upon by the Director of Community Development or their designee.

Applications shall be submitted electronically to the Town of Tiburon Planning Division through the eTrakit Portal available at <https://trakit.townoftiburon.gov/eTRAKIT> or by emailing all required documents to planning@townoftiburon.gov. All electronic submittals shall be in .pdf format. Paper submittals will not be accepted.

When an application is submitted, it will be reviewed for completeness by the Planning Division staff. If additional documentation or information is required to make the application complete, the applicant will be notified as soon as possible.

Once an application is deemed complete, a courtesy notice describing the application will be mailed to the applicant and to all property owners within 300 feet of the subject property.

SUBMITTAL REQUIREMENTS

- (A) A completed Land Development Application Form, along with the filing fee (See Community Development Fee Schedule).
- (B) Ownership, applicant and property identification (if not included on the completed Land Development Application Form):
 - (1) Names and addresses of all persons who own an interest in the subject property and identification of the interest (option, fee title, etc.).
 - (2) Names and addresses of all representatives of the owners authorized to represent the project to the Town.
 - (3) Authorization signed by the owners of the subject property requesting the Town to: (a) process the application; and (b) recognize specified persons as representatives of the owners in connection therewith.

(C) Use and management information:

- (1) Written statement(s) describing the characteristics of the temporary use proposed, including, but not limited to, the following:
 - a. Duration of the proposed use, including starting and ending dates and operating hours for the use.
 - b. Number of people involved either as employees, clients, customers, students, etc.
 - c. Structures used for the use, and whether temporary or permanent.
 - d. Type of vehicular traffic involved-- customer traffic, truck deliveries, parent drop off/pick up, etc.
 - e. Outdoor activities (storage of materials, work being performed, sales areas, exterior lighting, etc.).
 - f. Odors, noise, dust, or glare involved.
 - g. Hazardous or volatile materials or chemicals involved.
- (2) Written statement setting forth any lease controls or management programs that will ensure that the use will not be detrimental to surrounding uses in the area or to the Town in general.
- (3) If the use is to be established in a location previously occupied by a different use, briefly describe the last use which existed there.
- (4) Written statement explaining how the property will be returned to its former condition after the temporary use has finished. The site occupied by a temporary use shall be cleaned of debris, litter, or any other evidence of the temporary use upon completion or removal of the use, and shall thereafter be used in compliance with the provisions of this Zoning Ordinance. A bond may be required prior to initiation of the use to ensure cleanup after the temporary use is finished.

(D) Plans and Drawings:

- (1) A site plan scaled and drawn to accurately and clearly show:
 - a. All property lines with distances.
 - b. Location of existing or proposed structures with dimensions of all wall lines and distances from structures to nearest property line (measured perpendicular to property line).
 - c. Existing frontage improvements (curbs, gutters, sidewalks, edge of paving).
 - d. A location map showing location of property in relation to the nearest major street.
 - e. Existing or proposed on-site driveways, parking, and service areas fully dimensioned.
- (2) Architectural floor plans showing each level of structures to be occupied as part of the proposed temporary use, with rooms, uses, floor level, doors, windows, etc.
- (3) Five (5) copies of architectural elevation drawings for any new structures to be occupied as part of the proposed temporary use.

(E) Environmental Information:

- (1) An Environmental Data Submission (unless the project is exempt) (See Town of Tiburon Environmental Review Guidelines, Appendix C).
- (2) Initial Study/Negative Declaration Fee (Unless the project is exempt) (See Fee Schedule)