



**March Joint Powers Authority
 Planning Department**
 P.O. Box 7480
 Moreno Valley, CA 92552
(951) 656-7000
(951) 653-5558 FAX

TEMPORARY USE PERMIT APPLICATION

Permit No.:

TYPE OF APPLICATION

It is recommended applications be filed 2 weeks prior of the event

- | | |
|---|---|
| <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Christmas Tree Lot |
| <input type="checkbox"/> Seasonal Produce Stand | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Pumpkin Patch | |

APPLICATION INFORMATION

Business Name (if any):

Event/Description:

Tents/Canopies Y N Food Services Y N Alcoholic Beverages Y N Music/Band Y N

Date(s) of Event: / / - / / Attendance: Less than 200 200-1000 1000-2500 2500+

CONTACT PERSON

APPLICANT Name: Telephone: ()

Address: Fax No. ()

City: State: Zip: E-Mail Address:

Contact Person:

PROPERTY OWNER Name: Telephone: ()

Address: Fax No. ()

City: State: Zip: E-Mail Address:

Contact Person:

CONTACT Name: Telephone: ()

Address: Fax No. ()

City: State: Zip: E-Mail Address:

Approved by: _____
(Code Compliance Officer)

Date: _____

Comments: _____

* *PERMIT IS NOT VALID UNTIL Stamped approved by March JPA* *

FINAL APPROVAL IS CONTINGENT UPON THE FIELD INSPECTIONS REQUIRED BY THE VARIOUS DEPARTMENTS/AGENCIES.

PERMIT SUBMITTAL REQUIREMENTS

- Completed and signed forms:
 - ✓ Temporary Use Permit Application
 - ✓ Business License Application
 - ✓ Fire Permit/Inspection Application
 - ✓ Building Special Request Application (if applicable)
 - ✓ Emergency Contact Form
- Unimproved lots (with curb and no driveway access) will require an Encroachment Permit
- Letter from property owner or leasing agent or signature on application authorizing the proposed temporary event
- Letter of "intent," describing the proposed event, including the following details:
 - ✓ Type of event
 - ✓ Date(s) event will be held and hours of operations
 - ✓ Anticipated attendance
 - ✓ Tents or canopies, food services, alcoholic beverages, music and/or bands
- Fully dimensioned site plan, identifying the following:
 - ✓ Location and size of project site
 - ⇒ Lot dimensions
 - ⇒ Closest intersection(s)
 - ✓ Vehicular and/or pedestrian access points
 - ⇒ Driveway entrance(s), exit(s), and pedestrian aisles (show curb, if any)
 - ⇒ Loading/unloading area(s)
 - ✓ Location of on-street/off-street parking area(s)
 - ✓ Location of lighting, fencing (6'high maximum), and gates
 - ✓ Location(s) of tents/canopies, food services, alcoholic beverage areas, restrooms/portable toilet facilities, etc.
 - ✓ Location of any flammable liquids
 - ✓ Location of nearest fire hydrant (distance), fire lanes, water meter, electric boxes, telephone poles, and any utility boxes which adjoin the property and/or street
 - ✓ Location of signs
 - ⇒ Temporary signs or banners with an area of one (1) square foot for each linear foot of store front operated by the permittee up to a maximum of 80 square feet
 - ⇒ No signs are permitted within 10 feet of any vehicular access or within any public right-of-way
 - ⇒ Balloons shall not exceed a maximum height of 50 feet above grade/ground level
 - ⇒ Balloons and blimps greater than 40 inches in diameter are permitted in commercial zones only
 - ⇒ No sign shall be erected off of the premises, where the temporary use is authorized to take place.
- Check made payable to the **City of Moreno Valley** for the total of all fees due

CONDITIONS OF APPROVAL

- Events anticipated to accommodate 2,500 or more persons on a site require the property be posted at least 10 days prior to the event.
- An identification sign including the owner/operator's name, business address, and 24-hour emergency telephone number shall be conspicuously posted at the site.
- Christmas tree lots and pumpkin patches are allowed a maximum of 30 days per calendar year; seasonal produce stands 120 days.
- Only the signs described in this permit are allowed.
- Portable toilets shall be provided for employees/customers and meet ADA (Americans with Disabilities Act) standards.

APPLICANT'S SIGNATURE

I certify under penalty of perjury that all information in this application is true and correct, that any false or mis-leading information shall be grounds for denial, and I agree to comply with any and all Conditions of Approval.

Applicant _____	Date _____
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DIVISION REVIEW AND APPROVAL SIGNATURES

PLANNING APPROVAL

Approved by: _____ Date: _____

Comments: _____

BUILDING APPROVAL

Approved by: _____ Date: _____

Comments: _____

FIRE APPROVAL

Approved by: _____ Date: _____

Comments: _____

TRANSPORTATION APPROVAL

Approved by: _____ Date: _____

Comments: _____

LAND DEVELOPMENT APPROVAL

Approved by: _____ Date: _____

Comments: _____

BUSINESS LICENSE APPROVAL

Approved by: _____ Date: _____

Comments: _____

POLICE DEPARTMENT APPROVAL

Approved by: _____ Date: _____

Comments: _____

NOTIFICATIONS

- Riverside County Health Department – Environmental Health Division** – (909) 358-5172 - It is the responsibility of the applicant to obtain the appropriate Health Department release, if food is being served.
- Alcohol Beverage Control Board** – (909) 782-4400 – It is the responsibility of the applicant to obtain appropriate ABC release, if alcohol is being provided.

ORIGINAL FORM TO: Code Compliance COPIES TO: 1) Business License 2) Fire Prevention 3) Customer