



5775 CARPINTERIA AVENUE • CARPINTERIA, CA 93013-2697  
(805) 755-4405 • www.carpinteria.ca.us

TEMPORARY USE PERMIT APPLICATION

Answer all questions completely and accurately to the best of your knowledge. Use additional sheets if necessary and provide any other relevant information. The more complete the application, including the initial submittal, the sooner it can be processed. You are encouraged to submit an application as early as six weeks before the event.

Include a detailed site plan showing all street addresses or exterior boundaries of the property by streets, alleys, property lines, etc. On your site plan, show specifically where you are proposing the temporary use, including detailed measurements, dimensions of any structures, etc. Provide photos of the site and any structures or equipment that will be a part of your proposed use.

Event Site Address \_\_\_\_\_

Event Name \_\_\_\_\_ Assessor Parcel Number \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Mailing Address \_\_\_\_\_

Existing Property Use \_\_\_\_\_ Zone Designation \_\_\_\_\_

Proposed Temporary Use \_\_\_\_\_

Please list the dates and times of the event. Include setup, event and breakdown dates and times.

Please use additional sheets if necessary.

DATE \_\_\_\_\_ To \_\_\_\_\_ TIME \_\_\_\_\_ To \_\_\_\_\_

DATE \_\_\_\_\_ To \_\_\_\_\_ TIME \_\_\_\_\_ To \_\_\_\_\_

DATE \_\_\_\_\_ To \_\_\_\_\_ TIME \_\_\_\_\_ To \_\_\_\_\_

DATE \_\_\_\_\_ To \_\_\_\_\_ TIME \_\_\_\_\_ To \_\_\_\_\_

Type and quantity of equipment to be brought to the site: \_\_\_\_\_

Will the use have an impact on traffic? If yes, please explain. \_\_\_\_\_

Will the event require offsite parking? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

How many attendees? \_\_\_\_\_ Do you require the support of law enforcement? Yes \_\_\_ No \_\_\_

Will the use require any street closures? If yes, please list. \_\_\_\_\_

Will the event cause any disturbance, noise or traffic congestion in the vicinity of the proposed activity? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain how these will be addressed: \_\_\_\_\_

**Property Owner Information:**

Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner Mailing Address \_\_\_\_\_

Property Owner Email Address \_\_\_\_\_

**Submittal Checklist:**

- Complete application
- Detailed site plan
- Mailing Labels (see page 3)
- Photographs of site & any proposed structures
- Application Fee

*I hereby certify that the information included herein is true and accurate.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

<u>Office Use Only</u>	
Fee Paid \$310.00 Staff/\$995.00 PC Fee / Deposit	Received By _____ Date _____ Receipt _____ Proj _____
Approved by Community Development Director:	YES ___ NO ___ Date: _____
Appealed to Planning Commission:	YES ___ NO ___ Date: _____
Referred to Planning Commission: (Attach Staff Report, Conditions and Minutes)	YES ___ NO ___ Date: _____ Action: Approved ___ Denied _____
_____ Community Development Director / PC Secretary	_____ Date

**City of Carpinteria  
Community Development Department  
Temporary Use Permit Processing Guide**

**Please note:** Temporary Use Permit applications take a **minimum** of 20 calendar days to process once the application is deemed complete. Please submit your application far enough in advance of the event or activity to allow for permit processing. The permit process may take longer should the Community Development Director’s decision be appealed or if the Community Development Director refers the review of the application to the Planning Commission. Applicants must also provide mailing labels detailed below.

Processing Timeline

- Step 1 Complete application is submitted to the Community Development Department for processing. Within 10 days of submitting a complete application, the Community Development Director will decide on the TUP request or refer the application to the Planning Commission.
- Step 2 The Community Development Department will mail notices of the application and the Director’s or Planning Commission decision to the applicant and adjacent property owners and neighbors. Any aggrieved party may file an appeal of the Community Development Director’s decision within 10 calendar days from the date of action pursuant to Carpinteria Municipal Code Chapter 14.78. Should the application be reviewed by the Planning Commission, the process will require more than 20 days to process.
- Step 3 If no appeal is filed within 10 calendar days, the Director’s or Planning Commission’s decision will become final.
- Step 4 If an appeal is filed, the Director’s or Planning Commissions decision will be voided pending review and decision by the Planning Commission or City Council. The appeal would be heard at the next available Planning Commission or City Council meeting.

<b>Step 1</b>	10-day review period	<b>Step 2</b>	10-day appeal period	<b>Step 3</b>
Application is submitted and determined complete.		Decision on application made by the Community Development Director. Decision may be appealed to the Planning Commission.		If no appeal is filed, the Director’s decision will become final.
		Application may be referred to the Planning Commission by the Director. See schedule of available Planning Commission for scheduling. Decision may be appealed to the City Council.		If no appeal is filed, the Planning Commission decision will become final.
<b>Step 4 - Appeal Process</b>				
If an application is appealed, the decision will be reviewed by the Planning Commission or the City Council at the next available hearing date. Decisions made by the Director are appealed to the Planning Commission. Decisions made by the Planning Commission are appealed to the City Council.				

**MAILING LABELS**

- **300 FT. RADIUS MAP (OWNER) AND 100 FT. RADIUS MAP (OCCUPANT)**  
Three sets of labels for property owners within 300’ radius and occupants within 100’ radius and applicable map may be obtained from S.B. County Assessor’s Office @ 105 E. Anapamu St., Rm. 204, Santa Barbara, CA 93101, Phone 568-2550 or 568-3264 (Cost is ~ \$80, takes 2-3 days)

Applicants may have an independent contractor prepare the map and mailing labels. Consistent with the information obtained from the County, three (3) sets of mailing labels, 300 ft. and 100 ft. radius map that shall include the following:

- The subject parcel should be shaded in color,
- A 300-foot boundary line drawn around the subject parcel (owners),
- A 100-foot boundary line drawn around the subject parcel (occupants),
- Each of the affected parcels shaded in a different color,
- Parcel numbers on the affected parcels,
- A scale, legend and a north arrow,
- The name, address and phone number of the person preparing and certifying the map,
- All of the above information to be on 11 x 17 size paper ,
- Mailing labels shall include the owned or occupied parcel for which the label refers to, and
- Mailing labels identifying the current property owner on the most current Tax Assessor’s Roll (not older than 30 days) AND Certification that the mailing labels are the most current available.

- **THREE SETS OF LABELS ADDRESSED TO THE PROPERTY OWNER AND APPLICANT**