



# Temporary Use Permit Application



Please complete this application thoroughly, accurately, and attach the required exhibits. Please note that incomplete applications will not be accepted for processing. Contact the Planning Division at (562) 804-1424 with any questions.

Business Name: \_\_\_\_\_ Zone: \_\_\_\_\_ Area: \_\_\_\_\_

Project Location (address): \_\_\_\_\_ APN: \_\_\_\_\_

Applicant/Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Narrative of Proposed Temporary Use: (Ex: Hours of operation, type of activity, number of employees, location of temporary use, dates, type of equipment used, number of parking spaces used, etc.) Add separate sheet if necessary.

Multiple horizontal lines for writing the narrative of proposed temporary use.

Property Size (square feet): \_\_\_\_\_

Proposed TUP site location (square feet): \_\_\_\_\_

# SUBMITTAL REQUIREMENTS

- Completed TUP application form signed by the property owner
- One (1) copy of plot plan; floor plan; all architectural elevations for all buildings; sign plans (Minimum scale 1" = 10', 1/16", 1/8", or 1/4"; fanfold all plans to 8 1/2 " X 11" size)
- 1 set of photographs of proposed location of temporary use
- Names and addresses of all adjacent property owners
- Application Fee: **please see planning fee schedule**

## NOTE:

1. The applicant shall file the TUP application with the Planning department at least fifteen (15) days prior to the commencement of the temporary use permit.
2. All of the above documents and materials when submitted shall be retained by the City as part of the Public Record. Incomplete submittal will result in rejection of application by staff or continuance of review date until completion of all requirements.
3. No more than ten (10) percent of the parking area may be used in conjunction with the temporary use permit. Refer to Bellflower Municipal Code section 17.76 for further details.

**Additional copies of plans may be required upon planner's request.**

### \* \* A F F I D A V I T \* \* \*

I, \_\_\_\_\_, declare that I am the owner (having fee title) of property involved in this petition and that the statement and answers herein contained, and the information herewith submitted, are in all respects true and correct to the best of my knowledge and belief. I declare under penalty of law that the aforementioned is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: This application must be signed by property owner or authorized agent. (If by authorized agent, a letter of authorization from the owner must be filed with this application). An invalid signature will invalidate this application.**

For office use only:

Received By: \_\_\_\_\_ Date: \_\_\_\_\_