



CITY of CALABASAS

Community Development Department

Planning Division

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TEMPORARY USES

Supplemental Application

For Temporary Use Permits

TEMPORARY USE PERMIT SUMMARY

Location Information (print or type)

Location of Activity: _____

Name of Business or Activity: _____

Number of anticipated attendees? _____ Hours of operation? _____

Will there be live entertainment? No Yes (if Yes please explain) _____

Will you serve alcohol? No Yes (if Yes what type) _____

Sales Tax Number: _____

Starting Date: _____ Completion Date: _____

FOR TEMPORARY SIGNS ONLY:

Installation Date: _____

Dimensions: _____

Expiration/Removal Date: _____



Application Filing Requirements

SUBMITTAL CHECKLIST

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate materials and documents to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. Note that all submitted documents are subject to verification by staff as to compliance with the City's requirements for each document before staff can determine an application is complete, consistent with the California Permit Streamlining Act.

Temporary Use Permit:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application – Temporary Uses*.
- Completed County of Los Angeles Fire Department -*Public Assemblages and Event Information form*.
- Eleven (11) copies of illustrations, sketches or drawings of sufficient size and clarity to show without further explanation the following: size and location of the property, location of the adjacent street, location and size of all structures on the site, location of structures on adjacent lots, location and number of parking spaces, and location of any temporary fences, signs, or structures to be installed as part of the temporary use;
- Statement of Operations. Letter describing the hours of operation, days that the temporary use will be on the site, number of people staffing the use during operation, anticipated number of people using the facility during commercial operation, and other information about the operation of the use that pertains to the impact of the use on the community or on adjacent uses.
- Letters from Abutting Property Owners. For uses proposed to last more than thirty-five (35) consecutive days per calendar year (where listed as allowable uses in the applicable zoning district by Article II) letters signed by the property owners of each lot abutting the site on which the temporary use is proposed to be located. The letters shall acknowledge the proposed use, and dates and times of operation, and state the abutting property owner's agreement to the operation of the temporary use as described. Applications for which the applicant is unable to obtain these letters may be converted to a standard conditional use permit where the use is allowed with conditional use permit approval by the applicable zoning district.
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.

APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee
Community Development Director



**COUNTY OF LOS ANGELES
FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

PUBLIC ASSEMBLAGES AND EVENT INFORMATION

Public Assemblages and Events, Section 403, of *Los Angeles County Fire Code* (Title 32) states:

Fire watch personnel. When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted. (403.1)

Duties. Fire watch personnel shall keep diligent watch for fires, obstructions to means of egress and other hazards during the time such place is open to the public or such activity is being conducted and take prompt measures for remediation of hazards, extinguishment of fires that occur and assist in the evacuation of the public from the structures. (403.1.1)

Public safety plan. In other than Group A or E occupancies, where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety. (403.2)

Contents. The public safety plan, where required by Section 403.2, shall address such items as emergency vehicle ingress and egress, fire protection, emergency egress or escape routes, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical services personnel at the event. (403.2.1)

Crowd Managers. Trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers shall be permitted to be reduced where the facility is equipped throughout with an approved automatic sprinkler or based upon the nature of the event. (403.3)

Fire safety officers and advisors. When in the opinion of the fire code official, it is necessary for the preservation of life or property, due to the hazardous nature of an event, production, operation or function, the fire code official shall require, the owner or lessee to employ or cause the employment of one or more approved fire safety officers or advisors, to be on duty at such place during the hazardous activity. (403.4)

The information above states general Fire Code permit requirements. Additional specific requirements may be set by the fire code official after reviewing the application for a permit and subsequent field inspection. Application for a permit required by the Fire Code should include enough detail information such as a statement, plot plan, drawings, photos, lists, technical specifications, and applicable approval from other agencies in order to show compliance with Fire Code requirements.

Rev. 5/14



**COUNTY OF LOS ANGELES
FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

PUBLIC ASSEMBLAGES AND EVENT DECLARATION

FIRE DEPARTMENT APPROVAL FOR A PUBLIC ASSEMBLAGE OR EVENT AS REGULATED IN SECTION 403 OF THE LOS ANGELES FIRE CODE (TITLE 32) REQUIRES DETAILED INFORMATION TO BE SUBMITTED IN ORDER TO CHECK FOR APPLICABLE REGULATIONS.

Return this form along with a detailed letter and scaled plot plan describing the event you are proposing. Include a description of the event, dates, times, and any special information that is requested. Show distance from structures and parking areas. Show emergency vehicle access to the event and any other pertinent details relating to emergency and fire safety issues such as emergency exiting, seating plans, fire hydrant location, fire sprinkler connections, generators, tents, carnival rides, floats, cooking areas, combustible brush and grass, parking, fencing, barricades, and structures, etc., involved in or affected by the event.

Type of event: _____

Location of event: _____

Date/time of the event: _____

Promoter: _____

On-site responsible person: _____

Contact information: _____

Expected total attendance: _____ Average attendance: _____

Medical services provided at event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number and qualification on letter.
Providing security personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number and company name on letter.
Using flammable liquids or gas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount and location state on plan/letter.
Using temporary structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number/size shown on plan/letter.
Using cooking/heating equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show on the plan/letter.
Altering access roads or Bldg exits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show on the plan/letter.
Using fireworks or pyrotechnics?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show permit and license/letter.
Using open flame devices or fire?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show on plan/letter.

If you answered yes to any of the above questions, please include detailed information about each item in your declaration letter and show details on the plot plan. Additional information may be requested by the Fire Code Official.

Signature _____ Date _____