



**Community & Economic Development
Department
Planning Division**
14177 Frederick Street
P. O. Box 88005
Moreno Valley, CA 92552-0805
(951) 413-3206
FAX: (951) 413-3210

**MINOR
TEMPORARY USE
PERMIT
APPLICATION**

Permit No.: _____

TYPE OF APPLICATION

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

- | | |
|---|---|
| <input type="checkbox"/> Parking Lot/Sidewalk Sale | <input type="checkbox"/> Ground Breaking/Ribbon Cutting/Grand Opening |
| <input type="checkbox"/> Inflatable (fixed, & stationary) | <input type="checkbox"/> Other _____ |

EVENT INFORMATION

Business Name (if any): _____

Event Description _____

APN: _____ Location: _____

Tents/Canopies Yes No Food Services Yes No

Alcoholic Beverages Yes No Animals Involved Yes No

Date(s) of Event: / / - / / Attendance: Less than 50 Yes (Required for Minor TUP)

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: _____ Business License Division: _____ Date: _____

Comments: _____

Approved by: _____ Planning Division: _____ Date: _____

Comments: _____

Approved by: _____ Code & Neighborhood Services Division: _____ Date: _____

Comments: _____

***** PERMIT IS NOT VALID UNTIL SIGNED BY REPRESENTATIVE OF THE
CITY OF MORENO VALLEY, PLANNING DIVISION *****

PERMIT SUBMITTAL REQUIREMENTS

- Fully dimensioned site plan, identifying the following:
 - ✓ Nearest street intersection(s)
 - ✓ Location of onsite/offsite parking – **accessible spaces need to be clearly identified**
 - ✓ Location of vehicular and pedestrian access to the parcel (driveways)
 - ✓ Location of proposed lighting and fencing (fencing not to exceed 6 feet in height)
 - ✓ Location of fire hydrant(s); fire lanes; utility poles and pedestals on site
 - ✓ Label and locate all participating vendors
 - ✓ Location and dimensions of tents, canopies and the distance between temporary structures
 - ✓ Location of restrooms/portable bathroom facilities, and trash receptacles
 - ✓ Location of generators and temporary electrical poles (if any)
 - ✓ Location of any proposed signage (Total signage area not to exceed 80 square feet temporary signage is approved under a separate permit)

- Letter from property owner or leasing agent 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

- Planning Division staff will fax a copy of the approved TUP to (951) 656-2662, if animals are involved with this approval.

CONDITIONS OF APPROVAL

1. The merchandise sale is in conjunction with permanently "established businesses" on the premises of that business (or upon immediately adjacent common area of a shopping or commercial center. NOTE: This section does not apply to merchandise sales on the premises of a bank). MC 9.02.150 D1

2. Access to buildings shall **NOT** be obstructed.

3. Fire lanes or access to fire hydrants are **NOT** blocked or obstructed.

4. Title 24/ADA accessibility is maintained. A minimum of 4' sidewalk clearance adjacent to store fronts shall be maintained. All accessible parking is made available and **NOT** obstructed by merchandise or temporary structures.

5. Temporary structures, i.e. tents, canopies or the like having a combined square footage of 400 sq ft for canopies (without sidewalls), and 200 sq ft for tents (with sidewalls) are spaced a minimum of 20' apart. Minor TUP applications do not permit cooking under any temporary structure. **NOTE:** Should tents or canopies exceed the noted area or square feet or are less than 20' apart, a fire code permit will be required.

6. All driveway approaches, main drive aisles, and fire lanes shall **NOT** be obstructed.

7. There shall be **NO** activities conducted within the City of Moreno Valley's Public Right-of-way.

APPLICANT'S SIGNATURE

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

Applicant _____

Date _____