



City of Victorville

Department of Development

14343 Civic Drive
PO Box 5001
Victorville, CA 92393-5001
(760) 955-5135
Fax (760) 269-0070
planning@ci.victorville.ca.us

Planning ♦ Building ♦ Code Enforcement ♦ Business License ♦ Animal Control

Application for Temporary Use Permit

Temporary uses are subject to review and approval or conditional approval by the Zoning Administrator pursuant to Section 16-3.07.050 of the Victorville Municipal Code. An application for an amusement event, such as a car show, circus, festival or other similar event shall be submitted at least **30 days prior to the event**. Other events with no potential for adverse affects on surrounding properties shall be submitted **15 days prior to the event**.

GENERAL INFORMATION

Location of Activity (Address):

Business Name:

Applicant's Name:

Telephone:

Mailing Address:

Email:

On-Site Contact Name:

Telephone:

I declare that the information on this application is true and correct to the best of my knowledge. I further understand that knowingly providing any false information is cause for the immediate denial of a Temporary Use Permit or its suspension/revocation if one has been issued. By signing below, I hereby agree to indemnify, hold harmless, and defend the City and its officials, employees, and agents, against all claims, liabilities, and losses arising from activities connected with or undertaken pursuant to this Permit. The City is not liable for any business loss, property loss, or other damage that may result from the use of the Permit, or suspension or revocation of the Permit.

Signature of Applicant:

Date Signed:

DATE(S)/TIME(S) OF EVENT

Set-up Date(s):

Tear-down Date(s)

Date(s) of Activity: From: To:

Hours of Operation:

DESCRIPTION OF EVENT

Describe Planned Activities:

Alcohol beverage sales/on-site consumption: Yes _____ No _____

Will food be prepared on-site: Yes _____ No _____

If yes, attach copy of ABC Permit

If yes, attach copy of County Health Permit

Structures: Yes _____ No _____

*A building permit is required for tents with side walls over 200 sq. ft. or tents without side walls over 400 sq. ft.

If yes, type: Tent* _____ Booth _____ Fence _____ Portable Toilets _____ Bleachers _____ Stage _____ Other: _____

Sound System: Yes _____ No _____

If yes, type: Bull Horn _____ Siren _____ Amplified Sound System _____ Other: _____

Electrical: Yes _____ No _____

If yes, type: Generator(s) _____ Temp. Power Pole _____ Light String/Booth Lighting _____ Pole Lighting/Flood Lights _____ Other: _____

OWNER CERTIFICATION

Property Owner Agent (A letter of authorization may be submitted in lieu of signature below)

Name (Please Print):

Title:

Mailing Address:

Telephone:

Signature Authorizing This Application:

Date:

SUBMITTAL REQUIREMENTS:

- Completed Temporary Use Permit Application;
- Copy of valid Business License or Application;
- Site Plan (location of structures, lighting fixtures, parking, sound system, etc.);
- Temporary Sign Permit, if applicable; and
- Certificate of liability insurance or other information as required.

FILING FEE

(Other fees not listed below may apply, such as fees for Business License, County Fire Special Event Permit, Electrical Permit, Large Tent Permit, Clean-up Deposits, etc.)

*\$15.72 (Planning Division Review Only); or

*\$52.40 (Planning Division and other department reviews)

*Fees include a 4.8% technology fee

NOTE: If the Development Director determines that the potential exists for any temporary use to adversely affect surrounding uses, the application for the temporary use shall not proceed until such time as abutting property owners are notified by mail of the proposed use and given ten days in which to comment. An additional fee of \$26.20 shall be submitted with the application. The results of the survey shall be used by the Development Director in deciding upon the appropriateness of the proposed temporary use and in formulating any conditions of approval.

OFFICE USE ONLY

Case Number:

Date Received:

Received By:

Fees Paid:

DEPARTMENT REVIEW FORM

PROJECT NAME: _____ CASE NO: _____

BUILDING AND SAFETY APPROVAL Not Applicable

Approved Denied Signature _____ Date: _____

Comments: _____

ENGINEERING DEPARTMENT APPROVAL Not Applicable

Approved Denied Signature _____ Date: _____

Comments: _____

COUNTY FIRE APPROVAL Not Applicable

Approved Denied Signature _____ Date: _____

Comments: _____

SANITATION APPROVAL Not Applicable

Approved Denied Signature _____ Date: _____

Comments: _____

BUISNESS LICENSE APPROVAL Not Applicable

Approved Denied Signature _____ Date: _____

Comments: _____

POLICE APPROVAL Not Applicable

Approved Denied Signature _____ Date: _____

Comments: _____

ECONOMIC DEVELOPMENT APPROVAL Not Applicable

Approved Denied Signature _____ Date: _____

Comments: _____

PLANNING APPROVAL

Approved Permit Issued Denied

Clean Up Deposit: Paid \$ _____ Not Applicable

All Applicable Fees Paid: Yes No

Planner Signature _____ Date: _____

Comments/Conditions of Approval: _____

