



City of Victorville

Department of Development

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

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

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**.

ONLINE SUBMITTAL

All applications are now submitted online at:

https://energov19.victorvilleca.gov/EnerGov_Prod/SelfService

Register:

- If you have not previously registered with the online system, you'll need to first create an account. Access the website link above and click the 'Register' link on the right side of the screen. Follow the steps to complete the registration.
- An email confirmation will be set to you once your account registration information has been reviewed and approved.

Submittal:

- Once an account has been created, access the website link above and click the 'Log On' link on the right side of the screen.
- After logging on, click the 'Plan' tab at the top of the screen and 'Apply for Plan', then follow the on screen steps to submit your application.

Application Type and Fees**

- Temporary Use Permit (Planning Division review only)\$17.82
- Temporary Use Permit (Planning Division and other department reviews)\$59.39

NOTE: If the Zoning Administrator 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 \$29.70 shall be submitted with the application. The results of the survey shall be used by the Zoning Administrator in deciding upon the appropriateness of the proposed temporary use and in formulating any conditions of approval.

**PLEASE NOTE: All fees include a technology fee of 4.8%.

General Filing Requirements

- Consent from underlying property owner, see attached Property Owner Affidavit.
- Provide a plot plan and other graphics necessary to indicate the location of the proposed event including structures, parking areas, fixtures, tents, tables and the location and size of any signage including pennants, banners or streamers.
- A detailed description of the event and planned activities including but not limited to: set-up and tear-down, hours of operation, date of activities, anticipated attendance, schedule of events.
- Provide a copy of a valid City of Victorville Business License or application.
- Provide a copy of liability insurance or other information as required.
- During the application process be prepared to answer the following questions and provide additional information as needed:
 - Will alcoholic beverages be sold for on-site consumption yes or no? If yes, provide a copy of an ABC Permit.
 - Will food be prepared on-site yes or no? If yes, provide a copy of a County Health Permit.
 - Will structures be utilized? (i.e. tents, booths, fences, portable toilets, bleachers, stage, other) If yes, provide details on each.
 - Will a sound system be utilized? (i.e. bull horn, siren, amplified sound system, other) If yes, provide details.
 - Will your event require the use of electricity? If yes, how will it be provided? Generator, temporary power pole, existing outlets. If electricity is required what will it be utilized for? string lights, booth lighting, pole lighting, flood lights, other.



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Property Owner Affidavit for Planning Application

PROJECT LOCATION

General Location/Address of Project: _____

Assessor's Parcel No(s): _____

Date: _____

PROJECT DESCRIPTION (If additional room is needed, please attach a separate project description)

PROPERTY OWNER INFORMATION

Property Owner: _____

Property Owner Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No. _____ Email Address: _____

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that documents.

PROPERTY OWNER AFFIDAVIT

State of California }
County of _____ }

On _____ before me, _____,
Date Here Insert Name and Title of the Officer

personally appeared _____,
Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature _____