



Development Services Department • 69-825 Highway 111 • Rancho Mirage, CA 92270  
Phone: 760-328-2266 • Fax: 760-324-9851

**TEMPORARY USE PERMIT APPLICATION**

**APPLICANT:**

Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**LEGAL OWNER:**

Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**REPRESENTATIVE/CONTACT PERSON:**

Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Please send correspondence to (check one)  Applicant  Property Owner  Representative/Contact

**BUSINESS LICENSE NUMBER (Required)** \_\_\_\_\_  
License Number Expiration Date

Project Address: \_\_\_\_\_ Existing Gen.Plan/Zoning: \_\_\_\_\_  
Assessor's Parcel Number(s) \_\_\_\_\_

Brief Project Summary: \_\_\_\_\_

**A COMPLETE WRITTEN PROJECT DESCRIPTION MUST ALSO BE ATTACHED**

Any false or misleading information shall be grounds for denial  
If Not Legal Owner, Notarized Authorization From Owner of Record Must Be Attached.

Wet Ink Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

CASE NUMBER: TUP RELATED CASE NUMBER: \_\_\_\_\_  
FILING FEE: \$ \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_  
DATED SUBMITTED: \_\_\_\_\_ SUBMITTED TO: \_\_\_\_\_

## **Temporary Use Permit**

The Community Development Department encourages all applicants to schedule a preliminary meeting with staff to review the proposed project prior to submittal of the application.

### **I. SUBMITTAL REQUIREMENTS**

- \_\_\_ 1. Applicable fees.
- \_\_\_ 2. One completed application form, including wet ink signature(s) of property owner(s).
- \_\_\_ 3. A written detailed project summary of your request.
- \_\_\_ 4. If applicable, provide three (3) fully dimensioned Site Plans, drawn to scale, showing the location of the temporary structure including square footage and acreage of parcel(s), include existing structures, parking, width of paving and adjacent streets.
- \_\_\_ 5. If applicable, provide a Homeowner's Association approval letter.
- \_\_\_ 6. If the event is an outdoor sales event associated with the business, submit a site plan indicating the layout of the outdoor display.

**APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, EMAIL OR FACSIMILE.**  
**ALL APPLICATIONS SHALL BE SUBMITTED IN PERSON.**

### **II. PROCEDURES**

- 1. Submit a complete application with all required signatures, application fees and exhibits as described in Section I.
- 2. Staff will review the submitted application and materials (exhibits). Once the project has been approved, the applicant will receive an approval letter along with the Conditions of Approval. This letter is required to be signed by the property owner(s)/applicant agreeing to the Conditions of Approval prior to issuance of any permits.
- 3. Any deviation from the approved plans must first be approved by the Planning Division.

### **THE FOLLOWING FINDINGS NEED TO BE MET (SECTION 17.46.040)**

The temporary use permit application shall be approved, only if all of the following findings are made:

- A. The design and layout of the proposed temporary use would:
  - 1. Be consistent with the actions, goals, objectives, and policies of the general plan and the development and design standards/guidelines of the subject zoning district;
  - 2. Not interfere with the use and enjoyment of neighboring existing or future developments, and would not create traffic or pedestrian hazards; and
  - 3. Provide a desirable environment for its occupants and visiting public as well as its neighbors through good/proper aesthetic use of materials, texture, and color, and would be aesthetically appealing and retain an appropriate level of maintenance.

- B. The proposed temporary use would not:
1. Be detrimental to the public convenience, health, interest, safety, or welfare, or materially injurious to the properties or improvements in the immediate vicinity;  
or
  2. Interfere with the use or enjoyment of property in the surrounding neighborhood.
- C. The proposed project has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA).

**Any determination or action taken by the staff to approve or disapprove an application may be appealed to the Director of Community Development by the applicant, Rancho Mirage citizen, or any person having an interest. Appeals must be filed with the City Clerk on an application form with the appeal-filing fee within ten (10) days of the date of the approval or denial of the application.**