



TEMPORARY USE PERMIT APPLICATION

City of La Puente

15900 E. Main Street, La Puente, CA 91744 Telephone (626) 855-1500 Fax (626) 961-4626

Application Information

The purpose of this application is to allow for short term activities that would be compatible with adjacent and surrounding uses when conducted. A temporary land use activity is defined as a land use that is interim, nonpermanent, and/or seasonal in nature, and generally not conducted for more than 30 consecutive days in duration.

DATE: _____

Name of Applicant: _____

Name of Business: _____

Address of Business: _____

Telephone Number: _____

BUSINESS LICENSE #: _____ Expiration Date: _____

Name of Property Owner: _____

Telephone Number: _____

ACTIVITY INFORMATION

Duration of Use:

1. From: _____ To: _____ Total Number of Days: _____

2. Event start time (state if event will start at the same time every day): _____

3. Event ending time (state if event will end at the same time every day): _____

4. Contact Person During Event: _____

Phone: (_____) _____

5. Detailed description of proposed temporary use, include site plan and dimensions of materials or equipment (attach additional sheets if necessary):

6. List of materials or equipment to be used in support of the proposed temporary use, if applicable (ex: canopies, tents, stages, generators, inflatables, PA system, light towers, balloons):

I certify that I have read this application and I agree to comply with the La Puente Municipal Code regulations for TEMPORARY USE PERMITS.

By: _____
Signature of APPLICANT Date _____

By: _____
Signature of PROPERTY OWNER Date _____

FOR CITY USE ONLY

TUP No. _____ Cashier's Receipt No: _____

Received by: _____ Date: _____

Approved by: _____ Date: _____

Sheriff's Department: (Security and/or Traffic Control) _____

Fire Department: _____

Standard Conditions of Approval (Per Chapter 10.96 of the LPMC)

1. Fixed Period of Time

Unless otherwise stated in the permit, a provision for a fixed period of time not to exceed 30 days for a temporary use not occupying a structure, including promotional activities, or 12 months for all other temporary uses or structures, or for a shorter period of time as determined appropriate by the Director;

2. Operating Hours and Days

Regulation of operating hours and days, including limitation of the duration of the temporary use, as identified above;

3. Temporary Pedestrian and Vehicular Circulation

Provision for adequate temporary pedestrian and vehicular circulation, parking facilities (including vehicular ingress and egress), and public transportation, if applicable;

4. Regulation of Nuisance Factors

Regulation of Nuisance factors including prevention of glare or direct illumination on adjacent parcels, dirt, gases, heat, noise, odors, smoke, trash, and vibration;

Additional information/conditions can be found on the handout available at City Hall.