



City of El Cajon

Community Development Department
Planning Division
TEMPORARY USE PERMIT APPLICATION

Type of Temporary Use

Special Event Grand Opening Outdoor Sale Seasonal Outdoor Sale Signs

Other: _____

Applicant Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Business License No. _____

Seller's Permit No. _____

Property Owner Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Location of Temporary Use

Address: _____

Nearest Intersection: _____

Description of Temporary Use (or attach separate narrative)

Dates & Times of Temporary Use

Event #1

Begin Date: _____ Begin Time: _____
End Date: _____ End Time: _____

Event #2

Begin Date: _____ Begin Time: _____
End Date: _____ End Time: _____

Authorization

Applicant Signature¹: _____ Date: _____
Property Owner Signature²: _____ Date: _____

- Applicant's Signature:** I certify that I have read this application and state that the above information is correct, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application. I understand that the applicant is responsible for knowing and complying with the governing policies and regulations applicable to the proposed permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy, which may be available to enforce and correct violations of the applicable policies and regulations. I authorize representatives of the City to enter the subject property for inspection purposes.
- Property Owner's Signature:** By signing, property owner or authorized agent acknowledges and consents to all authorizations, requirements, conditions and notices described or referenced in this application.

City Staff Use Only

Received By:		Zoning:	
File No.:		Subject to ALUCP?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fee (\$115) Paid?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Stormwater Referral:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other Referral:	

Procedures for Temporary Use Permits

Summary of El Cajon Municipal Code Chapter 17.75

1. Submit completed application to Planning Division a minimum of fifteen (15) days before the temporary use activity is to commence.
2. Submit filing fee and site plan showing location of temporary use on the property.
3. The Director of Community Development shall render a decision within ten (10) days of the submittal of a completed application. A decision may take up to 21 days if it is determined that additional review is required. The Director's decision shall be in writing and may include conditions including the posting of a deposit to pay for additional City services that may be required.
4. The decision of the Director is final unless an appeal is filed within five (5) days of the decision with the Planning Commission. The Planning Commission will consider the appeal at its next available meeting.
5. Any violations of the terms or conditions of approval may be grounds for immediate termination upon notice to the applicant.
6. Upon the conclusion of the temporary activity, the Director shall determine if there should be any charges against any required deposit. If the amount deposited exceeds the charges, the excess will be refunded to the applicant within 30 days. If the charges exceed the deposit, the applicant shall pay the difference within 30 days. The deposit shall either be cash or a bond or any other form acceptable to the City Attorney.
7. Each temporary use permit is valid only for the time period, applicant, use and location stipulated in the Director's approval letter.
8. The Director may extend the duration of a temporary use permit.