

Temporary Use Permit Application Form

Form ID: PER-004

A **Temporary Use Permit (TUZ)** or **Major Temporary Use Permit (MTZ)** is required for certain temporary uses and events. All temporary use requests are subject to the discretion of the Zoning Administrator. Requests may be approved or denied based on compliance with applicable use standards of Sacramento County Zoning Code (SZC) [Section 3.10](#) and [SZC 5.10.1.J](#) for temporary signs/banners. Upon the grant of the permit, written verification will be issued to the applicant specifying the details of the approval and any applicable conditions.

Instructions. Before submitting for an application, please verify that you are able to submit the application with an appropriate lead up time to account for required processing times as provided on our [Temporary Use Permits page](#).

Once you have verified you can submit the application with an appropriate lead up time, to apply for a Temporary Use Permit, please submit the following to our intake planner at planning-applications@sacounty.gov or submit in person at the Downtown Building Assistance Center (BAC) (see our [Counter Service page](#) for details on visiting the BAC):

- 1) This application, with owner's authorization complete, as appropriate.
- 2) At least one **Supplemental Form** (provided on our [Temporary Use Permits page](#)) based on the type of temporary use being requested.
- 3) A **Site Plan** depicting the following, as applicable:
 - ✓ Property boundaries with existing development (structures) outlined
 - ✓ Proposed location(s) for requested use
 - ✓ Location of equipment and facilities to be used (restroom facilities, speakers, stages, rides, tents, etc.)
 - ✓ Off-street parking area for event guests (provide number of spaces that can be accommodated)
 - ✓ Driveways and distance from proposed use from the right-of-way of adjacent streets.
 - ✓ Locations of all proposed signs, flags, banners, etc. on the property; as well as an exhibit of the proposed design, size and layout to be displayed on the signs.
 - ✓ Distance of speakers from property lines (if adjacent to residential)
- 4) Any **additional exhibits** as specified in the supplemental form.
- 5) (Often required if located in an agricultural zone) A **Letter of Endorsement** from a sponsoring organization.

Property Information:

Name of Temporary Use / Event: _____

Current Use of Property: _____

Temporary Use / Event Site Address(es): _____

Temporary Use / Event Assessor Parcel Number(s): _____

Assessor Parcel Number (APN). To find the APN for your proposed temporary event, visit the Assessor's Parcel Viewer at assessorparcelviewer.saccounty.gov.

Applicant Information:

Applicant Name (first and last name): _____

Applicant Company (if applicable): _____

Applicant Address (Street number, street name, city, and ZIP code):

Applicant Phone Number: _____

Applicant Email Address: _____

Owner Information:

Owner Name (first and last name): _____

Owner Company (if applicable): _____

Owner Address (Street number, street name, city, and ZIP code):

Owner Phone Number: _____

Owner Email Address: _____

Billing Party

Select **one** Billing Party:

Applicant Property Owner

Legal Authority and Consent to File Application – Acknowledgments

An initial below indicates that you understand and agree to the item. If you do not understand an item, please ask the intake planner for an explanation.

_____ Applicant shall defend, indemnify and hold harmless the County and its agents, including consultants, officers and employees from any claim, action or proceeding against the County or its agents, including consultants, officers or employees to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney’s fees, or expert witness costs that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, including any claim for private attorney general fees claimed by or awarded to any party against the County, and shall also include the County’s costs incurred in preparing the administrative record which are not paid by the petitioner. The County shall promptly notify the applicant of any claim, action or proceeding. Notwithstanding the foregoing, the County shall control the defense of any such claim, action or proceeding unless the settlement is approved by the applicant and that the applicant may act in its own stead as the real party in interest in any such claim, action or proceeding.

The applicant signature below signifies that the submitted information and accompanying documents are true and accurate.

Applicant Signature: _____ Date: _____

READ ME! If you, as the applicant, are not the owner of the real property used for the temporary event, the Property Owner’s Authorization and Responsibility Form on the next page must be completed.

This form must be completed and signed by the owner(s) in fee of any real property if said owner(s) will be represented by any other person or agent in any matter regarding the application for a temporary use permit.

Property Owner’s Authorization and Responsibility Form

Instructions. Fill the blanks in the following form with the following information in the following order: Property Owner(s), Assessor Parcel Numbers (APNs), Name of Applicant, and Type of Temporary Use.

I, (We), _____ , am (are) the owner(s) in fee of the real property described in the application attached hereto, and designated on the maps of the County Assessor of Sacramento County as Parcel Number_____.

I (We) hereby authorize _____ to apply to the County of Sacramento, State of California, for _____.

I (We), as owner(s) of the subject property accept ultimate responsibility for ensuring compliance with any conditions issued on the permit. I (we) also understand and acknowledge the indemnification agreement as initialed by the applicant on the application form.

Owner’s Signature: _____ Date: _____

Additional Owner’s Signature (if applicable): _____ Date: _____