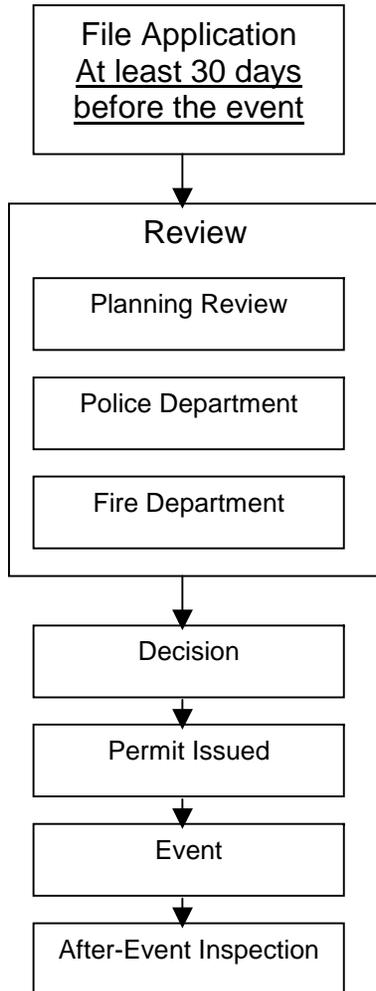
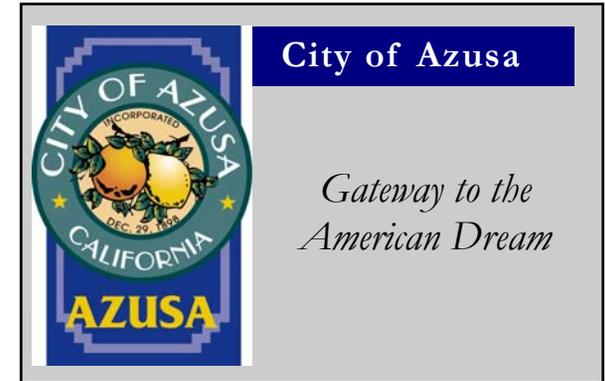


# Summary of the Temporary Use Permit Process



For more information call: 626-812-5299



# HOW TO APPLY FOR A TEMPORARY USE PERMIT

## Economic and Community Development Department

Planning Division  
213 E. Foothill Blvd.  
Azusa, CA 91702

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### What is a Temporary Use Permit?

Temporary Use Permits (TUP) that allow short-term activities identified by this Section that may not meet the normal development or use standards of the applicable zoning district, but may be acceptable because of their temporary nature. A Temporary Use Permit allows the short-term activities listed in Subsection E. (Allowed Temporary Uses), that may not comply with the normal development or use standards of the applicable zone, but may otherwise be acceptable because of their temporary nature. This Section does not apply to outdoor festivals, which are instead regulated by Municipal Code Article XII.

Some examples of uses that require TUPs are:

- Temporary construction office
- Downtown sidewalk/parking lot sales
- Model homes
- Seasonal sales lots (e.g. Christmas tree lots)
- 

### How is a Temporary Use Permit approved?

The Director of Economic and Community Development (Director) may approve or deny a TUP without a public hearing. The Director may defer action and refer the application to the Commission

for review and decision at a noticed public hearing.

The Director must base his/her decision on the following findings of fact.

1. The establishment, maintenance or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.
2. The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.
3. Approved measures for the removal of the use and site restoration have been required to ensure that no changes to the site would limit the range of possible future land uses otherwise allowed by this Development Code.

In approving a Temporary Use Permit, the Director may impose conditions (e.g., buffers, hours of operation, landscaping and maintenance, lighting, off-site improvements, parking, performance guarantees, property maintenance, signs, surfacing, time limits, traffic circulation, etc.) deemed reasonable and necessary to ensure that the approval would be in compliance with the findings.

Each site occupied by a temporary use shall be cleaned of debris, litter, or any other evidence of the temporary use upon completion or removal of the use, and shall thereafter be used in compliance with the

provisions of the Development Code. The Director may require appropriate security before initiation of the use to ensure proper cleanup after the use is finished.

### What is needed to apply for a Temporary Use Permit?

In order for a TUP request to be considered, the following items must first be submitted to the Planning Division:

- 1) A completed application form, provided by the City, with the notarized signature of the owner of the property.  

A TUP application must be filed at least **30 days before** the operation of the use or event.
- 2) Plans showing the existing and proposed buildings and uses on the property.
- 4) A copy of the grant deed showing the current ownership of the property.
- 5) A processing fee

### How long does a Temporary Use Permit take?

From the date a fully completed application is submitted to City, it usually takes **2 weeks** until the Director his decision.