

EL DORADO COUNTY PLANNING DEPARTMENT

2850 Fairlane Court, Placerville CA 95667

<http://www.co.el-dorado.ca.us/planning>

phone: (530) 621-5355 | fax: (530) 642-0508

TEMPORARY USE PERMIT

(Revised 07/02)

PURPOSE

Chapter 17.23 of the County Zoning Code makes provisions for uses of a temporary nature which are generally not permitted by right in the zoning district. A temporary use is a use which lasts more than one hour within any 24-hour period, usually does not require permanent structures, and does not exceed the frequency of use allowed within the Zoning Code. Typical temporary uses include: Christmas tree lots, subdivision model homes, temporary construction yards, outdoor carnivals, auctions, religious revival meetings, and similar uses which the Planning Director determines to be compatible with the existing zone and surrounding land uses. (See requirements on second page for carnivals and outdoor music festivals.)

Section 17.23.030 of the Zoning Ordinance permits “other temporary uses not specified” to be permitted by processing and obtaining approval of a special use permit. This is a longer, more complicated and costly process, and would typically apply to those temporary uses which may last for more than a year and are not specified as permitted uses in Section 17.23.020 of the Zoning Ordinance. Should you be interested in this process, obtain an application handout for special use permits for further information.

PROCESS

1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application to the Planning Department.
2. Planner is assigned and the application is distributed to concerned County departments for comment and recommendation within ten (10) days.
3. Assigned planner meets on-site with the applicant/agent, if deemed necessary.

CONDITIONS OF APPROVAL

The Planning Director, upon approval of a temporary use permit may attach conditions which may include some of the following:

1. Time limits for the use. These are generally noted in Section 17.23.050 of the Zoning Code.
2. Bonds or other security to guarantee the removal of any materials resulting from the temporary use.
3. Sign limitations.
4. Setback requirements from roads or road easements.
5. Any other condition that may be reasonable to reduce potential adverse impacts of the proposed use.

TIMING

A typical application should be processed within a 15- to 25-day period. Some of the more complicated uses such as carnivals, concerts, or other activities attracting large crowds will take 30 to 60 days to process.

APPEALS

The decision of the Planning Director may be appealed to the Board of Supervisors by either the applicant or affected neighbors. Said appeal must be made, and appeal fee paid (\$100.⁰⁰) within ten (10) working days after the decision of the Planning Director. The matter will then be set for review by the Board of Supervisors. Their decision on the matter is final.

CARNIVALS AND OUTDOOR MUSIC FESTIVALS

Both of these types of temporary uses in addition to obtaining a temporary use permit must also comply with the requirements of Chapters 5.12 and 5.32 of the County Code. Generally, the following is required:

Chapter 5.12 Carnivals: A business license cannot be issued for a carnival until the applicant obtains a resolution from the Board of Supervisors declaring that "the public health, safety, and welfare will not be endangered by the business....." To provide this resolution, a request must be made to the Tax Collector to establish a public hearing before the Board of Supervisors. The hearing notice shall be published in a newspaper of general circulation in the County one time at least ten (10) days prior to the hearing.

Chapter 15.32 Outdoor Music Festivals: Where the festival will attract over 2,000 persons, a written application must be made, and appropriate fees paid to the Board of Supervisors for approval of the proposed activity. Said application must be submitted 60 days or more prior to the date of the proposed event. This application will be set for public hearing with notice being published at least ten (10) days prior to the hearing. Written notice of the hearing is also mailed to all property owners within 500 feet of the music festival site.

In both of these instances, a properly filed temporary use permit will be processed concurrently by the Planning Department. The proposed conditions (if any) will be made available to the Board of Supervisors for their consideration/deliberation at the public hearing.

To meet the processing requirements for both of these applications, they must be submitted well in advance of the proposed event to permit ample processing time as required by County Codes.

FEES

Current application and revision fees may be obtained by contacting the Planning Department at (530) 621-5355 or by accessing the Planning Department's online fee schedule at <http://www.co.el-dorado.ca.us/planning>.

NOTE: Should your application be denied, application fees are nonrefundable. Should you request withdrawal of the application before a decision has been made, you may receive only that portion of the fee which has not yet been expended.

SUBMITTAL REQUIREMENTS

The following information is required with the submittal of each application:

1. Temporary use permit application adequately filled out and signed by the property owner or authorized agent.
2. A site plan of sufficient detail to show the location of the intended use on the property and a written description adequately defining the location of the temporary use.
3. Christmas tree lot applications located within existing parking lots shall include a site plan which shows the total quantity of existing parking available, and the number of spaces lost for the Christmas tree use.

DEED RESTRICTIONS

Please review and understand any private deed restrictions recorded against your property to insure your proposed application does not violate such deed restrictions. If a conflict exists between the deed restrictions and your application, the County can still approve your application and issue necessary permits. However, County approval does not absolve your obligation to comply with deed restrictions.

APPLICATION

If the application and submittal requirements are not attached to this information packet, please contact the Planning Department. You may also call the Planning Department at (530) 621-5355 for general assistance.

APPOINTMENT

Applications are accepted by appointment only. Please call ahead for an appointment with a planner when you are ready to submit your application. Please have all required submittal information completed before your appointment. Appointments are generally made within 48 hours of your call to the Planning Department at (530) 621-5355.

EL DORADO COUNTY PLANNING DEPARTMENT

REQUIRED SUBMITTAL INFORMATION for Temporary Use Permit

The following information must be provided with all applications. **If all the information is not provided, the application will be deemed incomplete and will not be accepted.** For your convenience, please use the check (✓) column on the left to be sure you have all the required information. **All plans and maps MUST be folded to 8½" x 11"**.

FORMS AND MAPS REQUIRED

Check (✓)
Applicant County

- | | | | |
|-------|-------|----|--|
| _____ | _____ | 1) | Application Form and Agreement for Payment of Processing Fees, completed and signed. |
| _____ | _____ | 2) | Letter of authorization from <u>all</u> property owners authorizing agent to act as applicant, when applicable. |
| _____ | _____ | 3) | A copy of official Assessor's map, showing the property outline in red. |
| _____ | _____ | 4) | An 8 ½ x 11" vicinity map showing the location of the project in relation to the distance to major roads, intersections, and town sites. |
| _____ | _____ | 5) | A site plan of sufficient detail to show the location of the intended use on the property and a written description adequately defining the location of the temporary use. |
| _____ | _____ | 6) | Christmas tree lot applications located within existing parking lots shall include a site plan which shows the total quantity of existing parking available, and the number of spaces lost for the Christmas tree use. |

SITE PLAN REQUIREMENTS

Ten (10) copies of the site plan detailing what exists on the site at time of application shall be submitted on 24" x 36" sheets or smaller, drawn to scale, and of sufficient size to clearly show all details and required data. **All plans MUST be folded to 8½" x 11", plus one 8½" x 11" reduction. NO ROLLED DRAWINGS WILL BE ACCEPTED.** For your convenience, please check the Applicant column on the left to be sure you have all the required submittal information.

Check (✓)
Applicant County

- | | | | |
|-------|-------|----|--|
| _____ | _____ | 1) | Project name (if applicable) |
| _____ | _____ | 2) | Name, address of applicant and designer (if applicable) |
| _____ | _____ | 3) | Date, north arrow, and scale |
| _____ | _____ | 4) | Entire parcels of land showing perimeter with dimensions |

SITE PLAN REQUIREMENTS

Check (√)
Applicant County

- _____ 5) All roads, alleys, streets, and their names
- _____ 6) Location of easements, their purpose and width
- _____ 7) All existing and proposed uses (i.e. buildings, driveways, dwellings, utility transmission lines, septic systems and wells, etc.)
- _____ 8) Parking and loading stalls with dimensions (refer to Zoning Ordinance Chapter 17.18)
- _____ 9) Trash and litter storage or collection areas, and propane tank location(s)
- _____ 10) Total gross square footage of proposed buildings
- _____ 11) Proposed/existing fences or walls
- _____ 12) Sign location and size (if proposed)
- _____ 13) Pedestrian walkways, courtyards, etc. (if proposed)
- _____ 14) Exterior lighting (if proposed)
- _____ 15) Existing/proposed water, sewer, septic systems, and wells (if applicable)
- _____ 16) Existing/proposed fire hydrants

NOTE: APPLICATION WILL BE ACCEPTED BY APPOINTMENT ONLY. MAKE YOUR APPOINTMENT IN ADVANCE BY CALLING (530) 621-5355.

EL DORADO COUNTY PLANNING DEPARTMENT

APPLICATION FOR

ASSESSOR'S PARCEL NO.(s) _____

PROJECT NAME/REQUEST: (Describe proposed use) _____

IF SUBDIVISION/PARCEL MAP: Create _____ lots, ranging in size from _____ to _____ acre(s) / SF

IF ZONE CHANGE: From _____ to _____ IF GENERAL PLAN AMENDMENT: From _____ to _____

IF TIME EXTENSION, REVISION, CORRECTION: Original approval date _____ Expiration date _____

APPLICANT/AGENT _____

Mailing Address _____

Phone (_____) _____ FAX (_____) _____

PROPERTY OWNER _____

Mailing Address _____

Phone (_____) _____ FAX (_____) _____

LIST ADDITIONAL PROPERTY OWNERS ON SEPARATE SHEET IF APPLICABLE

ENGINEER/ARCHITECT _____

Mailing Address _____

Phone (_____) _____ FAX (_____) _____

LOCATION: The property is located on the _____ side of _____ street or road
N / E / W / S

_____ feet/miles _____ of the intersection with _____ major street or road
N / E / W / S

in the _____ area. **PROPERTY SIZE** _____
acreage / square footage

X _____ Date _____
signature of property owner or authorized agent

FOR OFFICE USE ONLY

Date _____ Fee \$ _____ Receipt # _____ Rec'd by _____ Census _____

Zoning _____ GPD _____ Supervisor Dist _____ Sec/Twn/Rng _____

ACTION BY: **PLANNING COMMISSION**
 ZONING ADMINISTRATOR
 PLANNING DIRECTOR

ACTION BY BOARD OF SUPERVISORS

Hearing Date _____

Approved Denied (findings and/or conditions attached)

Hearing Date _____

Approved Denied (findings and/or conditions attached)

APPEAL: Approved Denied

Executive Secretary

Executive Secretary