



TEMPORARY USE PERMIT (TUP) APPLICATION

Address and Location of Temporary Use: _____

Date(s) of Event: _____ **Hours of Operation:** _____

<p>Type of Event:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Real estate office/model home complex <input type="checkbox"/> Construction yard/office <input type="checkbox"/> Temporary residence <input type="checkbox"/> Pumpkin or Christmas tree sale lot <input type="checkbox"/> Fireworks stand <input type="checkbox"/> Produce stand in a community garden <input type="checkbox"/> Gathering of less than 100 people <input type="checkbox"/> Other: _____ 	<p>How many people do you expect? _____</p> <p>How many employees/volunteers? _____</p> <p>What type of electricity will you be using?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Temporary power pole <input type="checkbox"/> Generator <input type="checkbox"/> Hookup to existing building <input type="checkbox"/> Other _____ <p>Will you be using a tent/canopy? _____</p> <p>If so, how many/size? _____</p>
--	---

Applicant's Name: _____

Address: _____

Telephone: _____ E-mail: _____

Property Owner's Name: _____

Address: _____

Telephone: _____ E-mail: _____

I hereby certify that this application has been prepared in compliance with the requirements of the Galt Municipal Code and that I will abide by the Conditions listed herein and in Chapter 18.44 of the Galt Municipal Code.

Applicant: _____ Date: _____

I am the legal owner of said property and do hereby authorize use of the property for the event outlined in this application.

Property Owner: _____ Date: _____

Notes:

A completed TUP application form and fees must be submitted to the Planning Division no less than 10 working days from the start of the proposed use.

Other permits, such as a Business License, Building Permit, or Health Permit may be required.

FOR OFFICE USE ONLY		
Date Received: _____	Application Taken In By: _____	TUP # _____

Temporary Uses are subject to the regulations contained within Galt Municipal Code Section 18.68.110, and as noted below:

Real estate offices and model homes within approved development projects:

- Must be located within an approved project for the limited purpose of conducting sales of parcels within the subdivision.
- Allowed in all residential and mixed-use zones.
- An agreement and cash deposit/surety bond in an amount sufficient to guarantee removal of the sales office/model homes within 60 days after close of escrow of the last residence or parcel in the subdivision, if required.
- Off-street parking shall be provided at a minimum ratio of one parking space per 300 square feet of sales office area.

On- and off-site contractors' construction yards (including offices):

- Shall be operated only in conjunction with an approved building permit.
- Shall be removed immediately upon completion of the construction project.

Temporary residence:

- Limited to the property owner.
- Permitted only when a valid residential building permit is in force.

Pumpkin and Christmas tree sales lots:

- A TUP is not required when such sales are in conjunction with an established commercial business (i.e., a supermarket).
- Such sales are allowed from October 1 through December 31.
- Sales lots proposed on vacant lots shall provide adequate on-site parking and access.
- Flame resistance certification and specifications must be provided for all tents/canopies. Fire Department and/or Building Division approval may also be required.

Group assemblies:

- Applies to assemblies of fewer than 100 people. Assemblies of 100 or more require approval of a Special Event Permit from the Galt Parks and Recreation Department.
- Such assemblies shall not be longer than 3 days (excluding setup and breakdown).
- A TUP is not required for assemblies that occur completely indoors and within premises designed to accommodate such events.

Exemptions:

- Garage/yard sales, provided they occur on a developed residential property no more than 2 times/year and 3 days/event.
- City-sponsored activities on City-owned property.

Prohibited uses:

- Any use not allowed in the underlying zone.
- Food preparation that is not associated within an approved Mobile Food Vending Permit or that is not accessory to a larger Temporary Use Permit or Special Event Permit.
- Outdoor sale of goods not accessory to a primary retail use on the property or accessory to a sponsored event for civic or charitable efforts (i.e., flower stands at service stations are prohibited).
- Events considered a nuisance or not in compliance with the Galt Municipal Code (i.e., located in a required parking space).

SUBMITTAL REQUIREMENTS:

- Completed application form and property owner's authorization.
- Applicable fees and clean up deposit, if required.
- Flame resistance certificate and specifications for tents/canopies.
- List of all vendors and type of service provided. Vendors shall have City Business License.
- Site Plan, which shows the following information as applicable:
 - Dimensions and shape of lot
 - Locations and names of abutting streets
 - Location of all existing on-site structures, parking, planters, etc.
 - Location of all proposed tents/canopies. Identification of the use(s) and any seating proposed under the tents/canopies
 - Location, composition and height of all existing and proposed fences/walls
 - Location of driveways and all points of ingress and egress to the site and event
 - Parking layout, including accessible parking spaces and path of travel to the proposed event from the public right-of-way
 - Location of restroom facilities, equipment storage, generators, and any other materials associated with the event
 - Size, placement/location of temporary signage and any pennants/streamers (subject to Galt Municipal Code Chapter 18.56)
- For a model home complex, a drought-tolerant landscape plan, prepared per Galt Municipal Code Section 18.52.040.B.1.