



City of Palm Desert / Department of Community Development TEMPORARY USE PERMIT

73-510 Fred Waring Drive • Palm Desert • California • 92260 • (760) 346-0611 • Fax (760) 776-6417

Applicant / Business Owner:

 Telephone: _____
 Mailing Address: _____ Fax number: _____
 City: _____ State: _____ Zip: _____ Email: _____

Property Owner:

 Telephone: _____
 Mailing Address: _____ Fax number: _____
 City: _____ State: _____ Zip: _____ Email: _____

Representative:

 Telephone: _____
 Mailing Address: _____ Fax number: _____
 City: _____ State: _____ Zip: _____ Email: _____

Please send correspondence to (check one): _____ Applicant _____ Property Owner _____ Representative

Property Address(s): _____

Date(s) of event: _____

Description of Activity (describe the event): _____

1. **Entertainment a part of the event:** _____ No _____ Yes, if yes please provide additional information on page 2 for a Special Event Temporary Entertainment Permit.
2. **Tents, Canopies, and/or Membrane structures as part of this event:** _____ No _____ Yes If yes, Building and Fire Marshall Permits are required for any tents and membranes in excess of 200 sq ft - 400 sq ft for Canopies.
3. **Temporary Power a part of this event:** _____ No _____ Yes? If yes, Building Department and Fire Marshall Permits are required.

Property Owner Authorization: The undersigned states that they are the owner(s) of the property described and herein give authorization for the filing of the application.

 Signature _____ Print Name _____ Date _____

Applicant / Representative Signature: By signing this application I certify that the information provided is accurate. I understand that the City might not approve what I am applying for and/or might require conditions of approval.

 Signature _____ Print Name _____ Date _____

PROJECT NO: TUP _____ **DATE:** _____

ACCEPTED BY: _____

City of Palm Desert Temporary Use Permit

I. PURPOSE:

Temporary use permits allows for short-term activities that may be appropriate when regulated. The temporary use permit process is covered under article 25.64 of the Palm Desert Municipal Code. The normal review time for these requests is one to three days.

A Temporary Use Permit may only be granted for the following:

- Sales of art work
- Christmas tree sales
- Carnivals, circuses, special events of not more than 72 consecutive hours
- Parking and storage of earth moving or construction equipment
- Storage of materials incidental to the carrying on of a public works project, subdivision, or construction project
- Real estate tract sales office
- Construction - garage or shed for subdivision construction
- Model homes, model home sales offices
- Such other uses as the Zoning Administrator may consider being within the intent and purpose of this section

SUBMITTAL REQUIREMENTS:

1. Complete application form filled out with required signatures
2. An accurate scale drawing of a site plan, floor plan, and elevations indicating:
 - Existing and proposed structures
 - Current uses of adjacent properties
 - Design of parking area
 - Location of streets, property lines, and easements
 - Other items necessary to adequately describe request

II. SPECIAL EVENT TEMPORARY ENTERTAINMENT PERMIT:

This permit is for a business that wants to have a one-time or occasional event wherein they offer entertainment. Grand openings, celebrity-hosted parties, talent shows, and annual sales extravaganzas are examples of events that require this permit. Please see PDMC Section 5.100.020 for more information.

Provide or fill in the following information if you are requesting a Special Event Temporary Entertainment Permit Section 5.100.020

- Site Plan: Attach a scaled drawing depicting the premises, parking area, area of entertainment, food service areas (if any), and location of restroom facilities.

City of Palm Desert
Temporary Use Permit

- Detailed description of proposed entertainment (type of entertainment, number of person engaged in entertainment etc.):

- Area of Entertainment: Describe the area within or on the premises where the entertainment activity will be preformed and observed with reference to the site plan:

- Status of Entertainers: A statement as to whether entertainers/services are to be provided by employees of the business or nightclub, including the applicant, owner, or operator, or whether entertainers are independent contractors. The statement shall include whether or not the entertainers are to be employed or utilized in food or beverage service, merchandise sales, or other non-entertainment related activity:

- Description of Food and Beverage Service: _____

- Days and hours of Entertainment: _____

- Minors: Will minors be permitted on the premises during the entertainment activity?

___ No ___ Yes

If yes, what hours: _____

- Managers: Name(s) of the person(s) responsible for the operation management, and supervision of the special event:

No.1

Employee's Name: _____ Title/Position: _____

Street Address: _____ Phone: _____
(P.O. Box is not permissible)

Employment Duties/Authority: _____

**City of Palm Desert
Temporary Use Permit**

Has this employee ever been convicted of any crime as a result of an arrest, citation or criminal complaint (Do not include traffic infractions)? If yes, please explain:

Employee's Name: _____ Title/Position: _____

Street Address: _____ Phone: _____
(P.O. Box is not permissible)

Employment Duties/Authority: _____

Has this employee ever been convicted of any crime as a result of an arrest, citation or criminal complaint (Do not include traffic infractions)? If yes, please explain:

If there are additional names, please submit on a separate piece of paper.

- If applicant is not the owner, a notarized statement by property owner is needed approving the use of their property for entertainment.
- Prior Licenses: Within the past five (5) years, has the applicant, owner, or any person responsible for the special event or entertainment had any permit or license issued in conjunction with the sale of alcohol or provisions of entertainment?

No Yes

If yes, during that period for the permit or license was it suspended or revoked?

No Yes

If yes, provides the following information:

Name of issuing agency: _____

Reason/explanation of the suspension or revocation:

- Marketing Information: Provide copies of any advertisements, flyers, brochures, print ads, or radio advertisement copy that will be used to promote the special event