



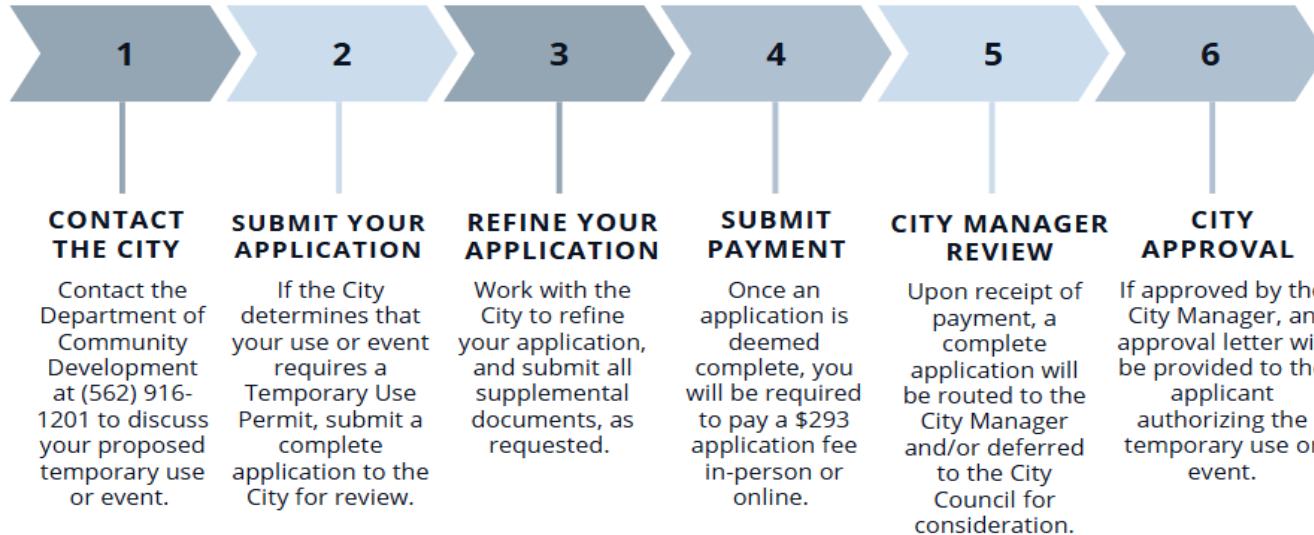
## TEMPORARY USE PERMIT GUIDELINES AND PROCEDURES

A City of Cerritos Temporary Use Permit is required for any temporary use that would otherwise not be permitted under existing zoning and/or land use regulations of the Cerritos Municipal Code and General Plan. Temporary uses are deemed non-permanent exceptions to the primary use of a property for a provisional period, subject to compliance with the Cerritos Municipal Code and consideration by the City Manager and/or City Council, as applicable. The following are examples of temporary uses or events that require a Temporary Use Permit:

- Grand opening celebrations
- Outdoor displays
- Outdoor festivals or fairs
- Outdoor special events and sales  
(i.e. sidewalk and parking lot sales)
- Seasonal events
- Temporary parking
- Temporary storage containers or trailers
- Outdoor business events or luncheons

**Please note:** Temporary events cannot be held without a City of Cerritos-issued Temporary Use Permit. Events held without a valid Temporary Use Permit will be subject to Code Enforcement and/or Los Angeles County Sheriff action, including termination of the event.

### **Temporary Use Permit Application Process:**



### **A Complete Temporary Use Permit Application Must Include the Following Documents:**

#### **Required Documents:**

- Temporary Use Permit application
- Site plan showing the location and layout of the temporary use or event, including the location of all use/event equipment
- Parking plan, including a traffic control plan if needed
- Property owner authorization
- Payment of application fee: \$293

#### **As applicable:**

- Proof/copy of approval from the following agencies:
  - Los Angeles County Fire Department (tent/canopy structures, large events)
  - Los Angeles County Public Health Department (food vending)
- City of Cerritos Planning and Building & Safety Division approvals and/or permits (permits for signage, tents, fencing, generators, etc., as applicable)
- City of Cerritos Business License, if conducting business in the City
- Proof of non-profit status (if applicable)
  - Exemption letter must be active for at least three (3) years

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## TEMPORARY USE PERMIT APPLICATION

Please submit this Temporary Use Permit Application, and all applicable supporting documentation to the City of Cerritos Department of Community Development. Please allow a minimum of ten (10) business days for processing of a Temporary Use Permit application.

### EVENT/ACTIVITY

Type of Event/Activity (check all that apply):

<input type="checkbox"/> Grand opening celebrations	<input type="checkbox"/> Temporary parking
<input type="checkbox"/> Outdoor displays	<input type="checkbox"/> Temporary storage containers
<input type="checkbox"/> Outdoor festivals or fairs	<input type="checkbox"/> Outdoor business events or luncheons
<input type="checkbox"/> Outdoor special events and sales (i.e. parking lot, sidewalk and tent sales, etc.)	<input type="checkbox"/> Other: (please provide description and attach additional sheets if necessary): _____
<input type="checkbox"/> Seasonal events (i.e. pumpkin patch, holiday tree lots, etc.)	_____
	_____

### APPLICANT INFORMATION

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT/USE INFORMATION

Event Location/Address: \_\_\_\_\_

Start Date of Event/Use: \_\_\_\_\_

End Date of Event/Use: \_\_\_\_\_

Hours of operation (including set-up and tear-down of event): \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

Name and Title of Event Contact (if different from applicant information above): \_\_\_\_\_

Detailed description of proposed temporary use (attach additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of materials or equipment to be used in support of the proposed temporary use, if applicable  
(example: tents, canopies, stages, generators, signage, fencing, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPLICANT ACKNOWLEDGEMENT

I hereby certify under penalty of perjury that all statements herein are true and correct to the best of my knowledge and I am fully authorized by the property/business owner to apply for this permit. I understand that any false statements or omissions may result in denial of this permit and jeopardize the approval of future permits. I further acknowledge that I have read the administrative guidelines attached to this permit and agree to fully comply with the regulations set forth by the City of Cerritos as they relate to the issuances of Temporary Use Permits.

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Applicant Signature

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Date

## THIS PORTION FOR OFFICE USE ONLY

<p><b>Temporary Use Permit Number: TUP #</b> _____</p> <p><b>Submittal Documents:</b></p> <p><input type="checkbox"/> Completed Application <input type="checkbox"/> Site Plan and/or Parking Plan <input type="checkbox"/> Proof of non-profit (if applicable) <input type="checkbox"/> Required Supplementary Documents: _____ _____</p> <p><b>Approval Documents:</b></p> <p><input type="checkbox"/> Los Angeles County Fire Department <input type="checkbox"/> Los Angeles County Public Health Department <input type="checkbox"/> Property Owner Authorization <input type="checkbox"/> City of Cerritos Planning/Building &amp; Safety</p> <p><b>Payment Receipts:</b></p> <p><input type="checkbox"/> \$293 Application Fee <input type="checkbox"/> Miscellaneous Fees (Plan Check/Permits): _____</p>	<p><b><u>City of Cerritos</u> <u>Department of Community</u> <u>Development Approval</u></b></p> <hr/> <p>Staff Signature</p> <hr/> <p>Date</p> <p>Issuance of the Temporary Use Permit serves as final approval and subject to all applicable terms and conditions.</p>
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## TEMPORARY USE PERMIT ADMINISTRATIVE GUIDELINES

### **Summary of Ordinance Provisions (22.20.450)**

- Temporary Use Permits may be granted by the City Manager for a period not to exceed six (6) months. Temporary Use Permit requests for projects and events that will last longer than six (6) months or may have potential significant impacts to the community must be approved by the City Council. If determined necessary by the City Manager, a public hearing may be held concerning the proposed temporary use.
- The proposed temporary use must have no detrimental impact on the community or other properties in the vicinity.
- Conditions of approval designed to uphold the provisions of the Cerritos Municipal Code may be imposed.
- All temporary uses will have a specific time limit for removal of the use and restoration of the subject property.

### **Temporary Use Permit - Application Requirements:**

1. **Site Plan:** All Temporary Use Permit applications must be accompanied by a site plan of the proposed use. This plan shall be drawn in a legible manner and to a reasonably accurate scale. The plan shall include the location of adjacent streets, relevant buildings or structures, parking and other details, which may be necessary to evaluate the proposed request. The plan shall also clearly indicate the location of equipment, materials or structures to be used in association with the temporary use. Failure to submit a site plan may result in time delays or denial of the application.
2. **Outside Agency Permits/Approvals:** Certain events, such as those using tents/canopies or serving food, shall require approval from the Los Angeles County Fire Department, Health Department or other outside agencies. The applicant is responsible for contacting all appropriate agencies and submitting copies of all agency approvals to the City with the completed Temporary Use Permit application. Failure to submit these approvals may result in denial of the application.
3. **Property Owner Approval:** Permit applicants that do not own the property where the temporary use will be held are required to obtain the written approval of the property owner or property manager. Said approval must be submitted to the City with the completed Temporary Use Permit application. Failure to submit this approval will result in denial of the application.
4. **Application Fee:** A \$293 Temporary Use Permit application fee will be required upon receipt of a complete application, including all supporting documentation.
5. **Proof of Non-profit Status:** Non-profit agencies 501(c)(3) are eligible for a fee-waiver on their Temporary Use Permit Application. However, as this constitutes as a "gift of public funds", proof of non-profit is required by way of an entity status letter from the IRS in order for the City to issue a no-fee Temporary Use Permit. Entity status letters are valid for three (3) years from date of issuance. An expired letter is not eligible for the fee-waiver.
6. The following additional documents may be required based on the scope of the event.
  - a. **Building Permits** may be required pursuant to Los Angeles County Building Code. Building permits must first be obtained prior to issuance of a Temporary Use Permit.
  - b. **Los Angeles County approvals** may be required.

### **Temporary Use Permit - Use/Event Information:**

- **Permitted Temporary Outdoor events/uses:** The City's Temporary Use Program supports Cerritos-based business to allow for special events outdoors, which may be otherwise prohibited by the Cerritos Municipal Code. The following are outdoor events or uses that require a Temporary Use Permit.

1. **Grand Opening Events:** Each business with a physical location in the City of Cerritos is permitted one (1) grand opening celebration. This celebration must occur within 30 calendar days of the date on which the business first opens to the public. Exceptions may be made for re-grand openings involving corporate change of ownership, change of location or substantial remodeling of an existing location. These exceptions will be reviewed on a case-by-case basis by staff and a recommendation will be made accordingly to the City Manager.
2. **Seasonal Events:** Temporary Use Permits for outdoor pumpkin patches or Christmas tree lots will only be granted between October 1 and December 31 provided the applicant has obtained a City business license. In all cases applicants must comply with applicable Los Angeles County Fire Department regulations and obtain any necessary permits from the City's Building and Safety Division.
3. **Outdoor Display and Sales:** Temporary Use Permits may also be granted for special sale events, including the outdoor display or sale of merchandise. Approval of a Temporary Use Permit for this type of event, does not under any circumstances, include approval of related signs or banners. The maximum time permitted for such events is 21 days per month with an equivalent amount of "dark" time until the next event. Additionally, an applicant will be permitted a maximum of seven (7) such events within a calendar year.

**Temporary Use Permit – Additional Event Equipment and/or Services:**

- **Use of Public Address and Other Audio Equipment:** Temporary Use Permits may be granted for outdoor events featuring live or amplified music. The proposed activity will be reviewed to determine if it may have any potential impact on adjacent businesses or residents. The Community Development Director will make volume level, speaker orientation and hours of operation recommendations to the City Manager. In addition, a similar review will be completed with regard to the potential need for on-site security or the use of Los Angeles County Sheriffs. Problems or complaints associated with past events will be considered when reviewing requests for new events and may constitute grounds for denial. Should the Sheriff's Department have to respond to the site for complaints related to excessive noise or other problems associated with the event, the applicant may be required to pay all applicable costs.
- **Use of Tents and Canopies:** Temporary Use Permits for outdoor sale events or other special promotions/events may include the use of tents and/or canopies. The location, size and material of all tents having an area in excess of 200 square feet or canopies in excess of 400 square feet must be approved by the Los Angeles County Fire Department prior to the submission of the Temporary Use Permit Application. No Temporary Use Permits for tents/canopies will be issued without said approval. All tents/canopies must be solid white in color. Further, all tents/canopies should be located so as not to damage existing on-site landscaping and/or asphalt paving, and cannot impede pedestrian and vehicular traffic circulation. The applicant will also be responsible for obtaining any required building permits if it is determined that such a permit is necessary. Outdoor tents will only be allowed a maximum of four (4) times a year. Inspections and approvals for the use of tents and canopies can be obtained by contacting the Los Angeles County Fire Inspector at the address below:

**LA County Fire Inspector**  
 19030 S. Pioneer Boulevard Cerritos, CA 90703  
 (562) 860-8014

- **Food/Vendor Services:** For any event that will be serving food of any type, a permit is required from the Los Angeles County Department of Health Services. The Department of Health Services requires a permit to be filed for all events that will be serving food in order to insure that the food is properly handled, prepared and stored. The County requires a minimum of thirty (30) days to review and process these permits. Failure to obtain the

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required food handling and service permits will result in the City's denial of any component of a Temporary Use Permit application that includes food service. Food service permits can be obtained by contacting the Los Angeles County Health Services Department at the address below:

**Los Angeles County Public Health Community Events Program**

5050 Commerce Drive Baldwin Park, CA 91706

(626) 430-5320

**Temporary Use Permit –Permit Processing and Approval Information:**

- All Temporary Use Permits must be submitted a minimum of seven (7) business days in advance of the event. The City's acceptance of a Temporary Use Permit application, including receipt of funds, under no circumstances shall be construed as approval of the event. Large scale events may require additional processing time. Final approval for a Temporary Use Permit is not granted until the City has issued the applicant a copy of the permit signed by the City Manager (or designee), along with the associated conditions of approval and plot plan. Under no circumstances is an event allowed to proceed without written approval from the City.
- The actual time approved for any given Temporary Use Permit is determined by the City Manager based upon staff recommendation regarding the impacts of the particular use, the location of the use, and past practices regarding similar events. However, administrative Temporary Use Permits may not exceed a period of six months.

**Temporary Use Permit - Conditions of Approval:**

- All conditions of approval imposed by the City Manager on a temporary use are considered binding and will be enforced accordingly. Failure to comply with such conditions constitutes grounds for denial or revocation of the permit and immediate cessation of the event. Said conditions may be enforced by any City official, Code Enforcement staff, or the Cerritos Sheriff's Department.
- The following are standard conditions of approval for temporary use/events proposed in the City:
  1. **Duration of Permit and Hours of Operations.** The temporary use shall be permitted as indicated on the attached application.
  2. **Tent.** Only one (1) 10' x 10' pop-up tent will be allowed and it cannot be placed in the City's right-of-way. The tent must be white in color and setback at least 25-feet from any public right-of-way and placed on the store's property.
  3. **Layout.** All tables, displays, electrical cords and tents/canopies shall be arranged in such a fashion as not to impede pedestrian and vehicular traffic in the parking lot and shall not be placed in the City's right-of-way. All landscaped areas shall be restricted from pedestrian access in the immediate area of the event. No tables, chairs, etc., may be set up in landscaped areas. Banners, inflatable bounce houses or any other promotional materials have not been approved as part of this Temporary Use Permit.
  4. **Restoration of Property.** The property will be restored to its original or otherwise satisfactory condition within two (2) hours after the conclusion of the event.
  5. **Lighting.** No exterior illumination of the site by any means other than low voltage wiring (25 volts/50 watts) shall be allowed unless an electrical permit is obtained from the Building and Safety Department. The use of spotlights, lasers and searchlights are prohibited.
  6. **Signs.** All provisions of the Cerritos Sign Ordinance shall apply.
  7. **Permits.** Applicant shall obtain all necessary Building and Safety and Fire Department approvals.
  8. **Noise.** Loudspeakers associated with the DJ must be situated in a position that will minimize the amount of noise affecting surrounding businesses and residents. Decibel levels shall not exceed normal levels found in commercial areas. Should area

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residents complain to the Sheriff's Department regarding noise, traffic or any other matter related to the event, responding deputies could terminate the event.

9. **Public Safety.** All necessary and appropriate safety provisions shall be taken in order to insure the safety of event participants and surrounding businesses at all times. Said provisions shall include, but not be limited to the provision of barricades, traffic delineators and staff sufficient to secure the perimeter of the event, as well as crowd and traffic control, to insure the general health, safety and welfare of patrons of the event. Every attempt shall be made by the applicant to insure that traffic related to the event does not impede normal traffic circulation on the arterial streets in the immediate area.

10. **Indemnification.** To the full extent permitted by law, the applicant agrees to indemnify, defend and hold harmless the City and its officers, employees, and agents, and each of them ("Indemnified Parties"), from and against any and all actions, claims, proceedings, damages to persons or property, liabilities, losses, costs, fees (including attorneys' fees), expenses, penalties, obligations, errors, omissions or forfeitures, whether actual or threatened (herein "claims or liabilities"), that may be asserted or claimed by any person, firm or entity arising out of or in connection with: (i) the negligent performance of the work, services, operations or activities provided herein of the applicant, its officers, directors, employees, agents, subcontractors, invitees, or any individual or entity for which the applicant is legally liable ("indemnitors"); (ii) applicant's or indemnitors' reckless or willful misconduct; (iii) applicant's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this approval; or (iv) applicant's or indemnitors' violation or alleged violation of applicable law. However, the obligations set forth in the preceding sentence shall not extend to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions. Notwithstanding anything else herein, if and to the extent this approval provides for the performance of any "design professional" services within the meaning of California Civil Code Section 2782.8, any design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The obligations set forth in this section shall be binding on successors and assigns of the applicant and shall survive termination of this approval.

11. **Failure to Adhere.** Failure to adhere to the Conditions of Approval of the subject Temporary Use Permit and all applicable codes will result in the revocation of this approval.

12. **Termination of Event.** Should a complaint be received by the Sheriff's Department or by City staff, regarding noise, traffic or any other matter related to the event, said entities reserve the right to terminate the event.