



## CITY OF SOUTH EL MONTE

Community Development – Planning Division  
1415 N. Santa Anita Ave South El Monte CA 91733  
Tele: (626) 579 6540 · Fax: (626) 579 2409

# TEMPORARY USE PERMIT

A Temporary Use Permit allows South El Monte businesses and organizations to perform temporary land use activities that are outside their normally permitted activities. These temporary activities include but are not limited to carnivals, Christmas tree lots, temporary outdoor sales of merchandise, and company parties. Please speak with a City Planner to determine if a temporary land use activity will be allowed and will require a Temporary Use Permit.

The City will review a temporary land use activity and, if needed, establish conditions and limitations upon the activity to minimize any potential adverse impacts created by the activity that affect South El Monte residents, businesses and properties. The City will ensure that the temporary activity is compatible with surrounding land uses, the rights of adjacent residents and property owners are continued to be protected, and any adverse effects produced by the temporary activity are only minimal and temporary.

*\* Refer to CH 17.77 - TEMPORARY USE PERMITS*

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### APPLICATION DEADLINES

- Applications for temporary circuses, carnivals, fairs or similar amusement activities must be filed with the City at least thirty (30) days prior to the event commencing.
- Applications for all other temporary activities must be filed at least ten (10) days prior to the event commencing.
- Applications will be denied if filed after their deadline. Adequate time is needed to fully review and process all applications.

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### APPLICATION REQUIREMENTS

- Completed application signed and notarized by both the applicant and property owner.
- Site plan and/or floor plan illustrating the layout of the event. Indicate all property lines, parking areas, building foot prints, access roads. Indicate location, size and purpose of any temporary tents, canopies, equipment, stages and structures.
- Filing fee: \$150.00. Non-profit organizations are exempt from the fee.
- Additional Requirements for circuses, carnivals, fairs and similar amusement activities:
  - Safety certification of rides and equipment
  - Radius Map showing all properties within 400 feet of the event.
  - List of Property Owners within 400 feet of the event on two sets of mailing labels, with an affidavit certifying a current list.



APPLICATION FOR  
**TEMPORARY USE PERMIT**

CITY OF SOUTH EL MONTE - PLANNING DIVISION

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

**Applicant**

**Property Owner**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Non-Profit:  Yes  No

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event purpose: \_\_\_\_\_

Event location: \_\_\_\_\_

Event date(s): \_\_\_\_\_

Event hours: \_\_\_\_\_

Set up date(s) and time: \_\_\_\_\_

Tear down date(s) and time: \_\_\_\_\_

Number of persons expected to attend: \_\_\_\_\_

Location of parking: \_\_\_\_\_

Number of on-site parking spaces **available** during event: \_\_\_\_\_

Number of on-site parking spaces **unavailable** due to event: \_\_\_\_\_

Fully describe any and all equipment to be used (mechanical, electrical, cooking, etc.):

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Fully describe any and all advertising to be used before and during the event:

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Fully describe any security to be used during the event:

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List all businesses contracted for or working the event (entertainment, catering, security, etc.):

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Do all businesses listed above have a city business license?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

List all building and safety permits required (electrical, mechanical, plumbing, miscellaneous):

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Have all permits listed above been pulled?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

