



## PERMIT SUBMITTAL REQUIREMENTS

- Completed and signed forms:
  - ✓ Temporary Use Permit Application
  - ✓ Building Permit Application (if applicable)
  - ✓ Emergency Contact Form
  
- Unimproved lots (with curb and no driveway access) will require an Encroachment Permit
  
- Letter from property owner or leasing agent or signature on application authorizing the proposed temporary event
  
- Letter of "intent," describing the proposed event, including the following details:
  - ✓ Type of event
  - ✓ Date(s) event will be held and hours of operations
  - ✓ Anticipated attendance
  - ✓ Tents or canopies, food services, alcoholic beverages, music and/or bands
  
- Fully dimensioned site plan, identifying the following:
  - ✓ Location and size of project site
    - ⇒ Lot dimensions
    - ⇒ Closest intersection(s)
  - ✓ Vehicular and/or pedestrian access points
    - ⇒ Driveway entrance(s), exit(s), and pedestrian aisles (show curb, if any)
    - ⇒ Loading/unloading area(s)
  - ✓ Location of on-street/off-street parking area(s)
  - ✓ Location of lighting, fencing (6'high maximum), and gates
  - ✓ Location(s) of tents/canopies, food services, alcoholic beverage areas, restrooms/portable toilet facilities, etc.
  - ✓ Location of any flammable liquids
  - ✓ Location of nearest fire hydrant (distance), fire lanes, water meter, electric boxes, telephone poles, and any utility boxes which adjoin the property and/or street
  - ✓ Location of signs
    - ⇒ Temporary signs or banners with an area of one (1) square foot for each linear foot of store front operated by the permittee up to a maximum of 80 square feet
    - ⇒ No signs are permitted within 10 feet of any vehicular access or within any public right-of-way
    - ⇒ Balloons shall not exceed a maximum height of 50 feet above grade/ground level
    - ⇒ Balloons and blimps greater than 40 inches in diameter are permitted in commercial zones only
    - ⇒ No sign shall be erected off of the premises, where the temporary use is authorized to take place.
  
- Check made payable to the **March Joint Powers Authority** for the total of all fees due

## CONDITIONS OF APPROVAL

- Events anticipated to accommodate 2,500 or more persons on a site require the property be posted at least 10 days prior to the event.
  
- An identification sign including the owner/operator's name, business address, and 24-hour emergency telephone number shall be conspicuously posted at the site.
  
- Christmas tree lots and pumpkin patches are allowed a maximum of 30 days per calendar year; seasonal produce stands 120 days.
  
- Only the signs described in this permit are allowed.
  
- Portable toilets shall be provided for employees/customers and meet ADA (Americans with Disabilities Act) standards.

## APPLICANT'S SIGNATURE

I certify under penalty of perjury that all information in this application is true and correct, that any false or mis-leading information shall be grounds for denial, and I agree to comply with any and all Conditions of Approval.

Applicant \_\_\_\_\_

Date \_\_\_\_\_

## DIVISION REVIEW AND APPROVAL SIGNATURES

### **PLANNING APPROVAL**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments

### **BUILDING APPROVAL**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments

### **RIVERSIDE COUNTY FIRE APPROVAL**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments

### **PUBLIC WORKS APPROVAL**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments

### **SHERIFF'S DEPARTMENT APPROVAL**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments

## NOTIFICATIONS

- Riverside County Health Department – Environmental Health Division** – (909) 358-5172 - It is the responsibility of the applicant to obtain the appropriate Health Department release, if food is being served.
- Alcohol Beverage Control Board** – (909) 782-4400 – It is the responsibility of the applicant to obtain appropriate ABC release, if alcohol is being provided.

ORIGINAL FORM TO: Planning    COPIES TO: County Fire    3) Customer