



Temporary Use Permit Application

567 El Camino Real, San Bruno CA 94066

A Temporary Use Permit (TUP) must be submitted for anyone planning to operate a temporary use on private property. Submittals must be provided in digital format at least 60 days in advance of the event date. For questions, please contact the Community Development Department at (650) 616-7074 or email planning@sanbruno.ca.gov and a planner can assist you.

EVENT INFORMATION

Event Title: Event Location:
 Describe use of public streets if any: APN:
 Event start date/time: Event end date/time:
 Set-up date/time: Clean-up date/time:

Please select all that apply for this event:

Car Show Concert Farmers'/Outdoor Market Festival Filming Food Truck Event
 Free Event Fundraiser Parade Sporting Event Other:

Is this a recurring event (such as monthly, annually)? Monthly Annually Not recurring

If this is a recurring event, are there any changes from previous years? Yes No Not recurring

Is the event on private property? Yes No

Is there an admission fee? Yes No

Is the event open to the public? Yes No

If yes, provide admission fee: \$

OWNER INFORMATION

Name: Company Name:
 Address: Phone: Email:
 Signature: Date: **Provide proof of ownership or ability to sign on behalf of ownership entity.**

APPLICANT INFORMATION

Name: Company Name:
 Address: Phone: Email:
 Signature: Date:

OTHER CONTACT INFORMATION

Name: Company Name:
 Address: Phone: Email:
 Signature: Date:

Please select primary contact for project: Owner Applicant Other:

EVENT DESCRIPTION

Please provide a project description that includes proposed activities, hours of operation, and any equipment to be used on site. For any yard, staging or parking related to a construction project, please include the property address under construction.

Please select all that apply for this event and provide detailed site plan with all components:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Banners/Portable signage | <input type="checkbox"/> Lighting, poles, any electrical source | <input type="checkbox"/> Cooking equipment | <input type="checkbox"/> Street closure |
| <input type="checkbox"/> Trash/Recycling Locations | <input type="checkbox"/> Inflatable bounce houses, jumpers | <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Food trucks |
| <input type="checkbox"/> Fence around operations | <input type="checkbox"/> Tents, Canopies over 20' by 20' | <input type="checkbox"/> Sale of food and alcoholic beverages | |
| <input type="checkbox"/> Parking/Emergency Access | <input type="checkbox"/> Other: <input type="text"/> | | |

OTHER REQUIREMENTS

If your event is using any tents/canopies over 20' by 20', has a Temporary Tent Permit been granted?

- Yes No, but I will contact the Fire Department at fireprevention@sanbruno.ca.gov

If your event is to be held on rented or leased property, have you provided copies of the facility lease?

- Yes No, but I will contact the property owner whom I lease from

If your event requires use of an electrical source (such as a generator), has an Electrical Permit been granted?

- Yes No, but I will contact the Building Division at building@sanbruno.ca.gov

If your event is serving alcoholic beverages, has an ABC license been granted?

- Yes No, but I will contact the ABC District Office at sanjose@abc.ca.gov

What type of ABC License is this event serving under?

Type:

What days and times would alcohol be sold?

TRASH/RECYCLING COLLECTION

How will trash and recycling be addressed during and after the event?

SECURITY PLAN

Have you hired a licensed professional security company to develop and manage your event's security plan? If so, describe the security plan and services provided by the security company. Provide a copy of the security services.



Submittal Guidelines

Applicants should meet with Planning Division staff prior to submittal. Submittals must be provided in digital format at least 60 days in advance of the event date and emailed to planning@sanbruno.ca.gov. Additional comments may arise following receipt of plans and materials.

SUBMITTALS			
Layout of activities and operations	<input type="checkbox"/>	Location of fire extinguishers and fire exits	<input type="checkbox"/>
Sidewalk, curb, and gutter	<input type="checkbox"/>	Detailed parking plan and required ADA spaces	<input type="checkbox"/>
Copies of facility lease	<input type="checkbox"/>	Certificate of Liability and Proof of Insurance	<input type="checkbox"/>
ABC Permit	<input type="checkbox"/>	Number of Employees/Event Staff	<input type="checkbox"/>
Fire Tent Permit	<input type="checkbox"/>	Mobile Food Facility Permit - County of San Mateo	<input type="checkbox"/>
Electrical Permit	<input type="checkbox"/>	Proof of City of San Bruno Business License	<input type="checkbox"/>
Generator Specifications	<input type="checkbox"/>	Number of Uniformed San Bruno Police Officers	<input type="checkbox"/>
Security Plan	<input type="checkbox"/>	Expected # of Attendees per day	<input type="checkbox"/>

Fee Schedule Checklist

RECURRING EVENTS			SINGULAR EVENTS		
TUP for up to 5 days (Admin)	\$247.00	<input type="checkbox"/>	TUP for up to 5 days (Admin)	\$368.00	<input type="checkbox"/>
TUP for less than 3 months; for construction yards, staging, or parking up to 1 year (Admin)	\$610.00	<input type="checkbox"/>	TUP for less than 3 months; for construction yards, staging, or parking up to 1 year (Admin)	\$812.00	<input type="checkbox"/>
TUP for 3 - 12 months (PC)	\$2,390.00	<input type="checkbox"/>	TUP for 3 - 12 months (PC)	\$4,725.00	<input type="checkbox"/>

NOTICING REQUIREMENTS					
Newspaper	\$725.00	<input type="checkbox"/>	Mailed Notice Adjacent	\$295.00	<input type="checkbox"/>
Mailed Notice 300 ft	\$631.00	<input type="checkbox"/>	Posted Notice	\$240.00	<input type="checkbox"/>

CONDITIONS OF APPROVAL

All Temporary Use Permits shall adhere to the following conditions at minimum, in addition to the Conditions of Approval provided with a Letter of Approval:

- This permit shall be subject to emergency suspension by the Chief of Police, or by their designated representative, if they determine that the use does not conform to the required conditions and the continued use would constitute an immediate threat to public health and/or safety.
- By issuance of this permit, the applicant shall hold the City of San Bruno and its elected officials, employees, and representatives, harmless and assume all liability for claims or damages in any way occasioned by or arising out of the activities associated with the permitted event.
- All noise-amplifying equipment shall comply with the noise regulations set forth in San Bruno Municipal Code Chapter 6.16.
- All parking for this use shall be off-street and confined to legally designated parking spaces within the subject site.
- There shall be no use of the public right of way.
- Applicant shall submit a list of contact persons for each day of the event who shall have the authority to request any individual to leave the event for any reason, as deemed appropriate by the San Bruno Police Department. Contact List shall include Name of individual for each day and a contact phone number. Contact List shall be submitted to the Police and Community Development Departments prior to event weekend and be available at all times in a visible location during the event.