

TEMPORARY USE PERMIT

APPLICATION GUIDE AND INSTRUCTIONS

AN ENTITLEMENT SUBJECT TO ZONING ADMINISTRATOR'S APPROVAL

Overview

A Temporary Use Permit (TUZ) is required for certain temporary uses and events in unincorporated Sacramento County.

All temporary use requests are subject to the discretion of the Zoning Administrator. Requests may be approved or denied based on compliance with applicable use standards of Section 3.10 of the Sacramento County Zoning Code (SZC), and Section 5.10.1.J for temporary signs/banners.

Upon the grant of a TUZ, written verification will be issued to the applicant specifying the details of the approval and any applicable conditions (**SZC 6.5.7.A**).

Application materials may be submitted online, in PDF format via email at planning-applications@saccounty.gov. Alternatively, application materials may be mailed or dropped off in person to our downtown office. Please visit the Temporary Use Permit webpage for more details. The application forms as well as the fee information can be found on our website www.per.saccounty.gov.

Examples of uses that may require a TUZ include but are not limited to:

- Concession stands
- Seasonal sales or promotional displays
- Banners
- Farmers' markets
- Temporary events (e.g. festivals, carnivals, concerts)
- Temporary construction/sales buildings
- Temporary Subdivision Signs (TSZ)
- Temporary Directional Subdivision Signs and Regional Directional Subdivision Signs (TSZ)

Submittal Requirements

Below is a list of materials required for a complete TUZ application submittal. The required materials must be provided upon submitting the application. Payment of fees will be required prior to staff beginning any work or review on your request.

1. Completed Temporary Use Permit Application Form.
2. Completed Applicable Supplemental Form
 - Temporary Events – Supplemental Form A
 - Temporary Banner/Signs – Supplemental Form B
 - Temporary Subdivision Signs/Directional Subdivision Signs – Supplemental Form C
 - Seasonal Sales/ Temporary Concessions/ Promotional Sales & Displays/ Farmers' Markets – Supplemental Form D
 - All other Temporary Uses not listed above – Supplemental Form E
3. Site Plan showing the following (if applicable). Please include as much detail as possible.
 - Proposed location(s) for requested use
 - Location of equipment and facilities to be used (restroom facilities, speakers, stages, rides, tents, etc.)
 - Off-street parking area for event guests (provide number of spaces that can be accommodated)
 - Driveways and distance from proposed use from the right-of-way of adjacent streets.
 - Locations of all proposed signs, flags, banners, etc. on the property; as well as an exhibit of the proposed design, size and layout to be displayed on the signs.
 - Distance of speakers from property lines (if adjacent to residential)

* Note: Site plan must accurately reflect property boundaries and existing development. *
4. Letter of Endorsement from sponsoring organization (if applicable).