

Temporary Use Permit Application

I. Type of Application

- Noncommercial** tent meeting
 Commercial carnival, fair, concert, exhibit, festival, farmer market, or similar event
 Noncommercial carnival, fair, concert, exhibit, festival, celebration, or similar event
 Other: _____

II. Submittal Requirements

All items identified below must be included in the application packet. If any items are missing, the application will not be accepted. **ACCEPTANCE OF AN APPLICATION DOES NOT GUARANTEE PROJECT APPROVAL.**

- Completed Temporary Use Permit Application
- Two (2) copies of Site Plan (if applicable) (refer to Required Information for Exhibits)
- Two (2) copies of Elevations (if applicable) (refer to Required Information for Exhibits)
- Payment of Filing Deposit Fees (contact the Community Development Department for fees due)
- Narrative Description (Detailed project description)
- Liability Insurance (If applicable)
- Letter from Property owner (Granting permission to applicant to hold event on their property.)

CONSENT OF APPLICANT AND PROPERTY OWNER: The consent of the applicant and property owner, if not the applicant, is required for filing an application for a land use development permit within the City of McFarland. The signatures of the applicant and property owner(s) below constitute consent for filing of this application.

INCOMPLETE APPLICATIONS: The completeness of this application, which includes accompanying plans when applicable, shall be subject to the review of the Community Development Department. Applications for any of the above listed actions, and other actions as deemed necessary by the Community Development Department, shall be considered incomplete pending a completeness review.

III. General Information

Project Information

Name of Project (if applicable): _____
 Address: _____
 APN(s): _____ Site Area: _____
 Zone District: _____ Existing Use of Property: _____

Applicant Information

Name of Applicant (Individual, business, or organization): _____
 Address: _____ Email Address (optional): _____
 Phone Number: _____ Fax Number (optional): _____
 Signature: _____

Property Owner Information

Name of Property Owner: _____
 Number of Property Owner: _____

- Will you be serving alcohol? (Acquire a permit from State of California Alcoholic Beverage Control Department)
- Will you be serving food? (Submit a permit from Kern County Environmental Health Department)

Funding Information

- Type A – Privately funded event & will pay 100% of the fees
- Type B – Cosponsored event with City & will pay 50% of the fees or amount agreed upon City Council
- Type C – Funded by the City event & City will absorb 100% of the fees

If requesting a "Type B" - cosponsored event or "Type C" - funded event by the city, list that request in the narrative description.

For Staff Use Only:

Application No.:	Related Files:
Date Received:	Received By:
Fee Amount:	Receipt No.:

