



# APPLICATION CHECKLIST TEMPORARY COMMERCIAL EVENTS

For commercial tenants and businesses who wish to have temporary outdoor commercial events, it is required that they submit their request ten (10) working days in advance of the proposed activity. The approval of a request will be based on the criteria indicated on the back of this form. The processing time is normally two (2) days. No application will be accepted for processing until the information listed below is submitted to the satisfaction of the Planning Division.

Address where display/event will take place: \_\_\_\_\_

Name of Center (if applicable): \_\_\_\_\_

A) Attach a description of the temporary display/event. Including the following:

- Proposed date(s) and times
- Activities and nature of the event
- Number of patrons expected
- Number and location of available parking spaces for the event
- Provisions for traffic control
- Provisions for security
- Surrounding businesses and property owner outreach
- Provisions for sanitation, restrooms and cleanup

B) The required processing fee (refer to fee schedule for Zoning Clearance fee).

C) Two (2) copies of a Site Plan drawn to scale with the following:

- \_\_\_ Property lines
- \_\_\_ Building location(s) and setbacks
- \_\_\_ Location of parking areas, and number of parking spaces
- \_\_\_ Building and property entrances
- \_\_\_ Location of adjacent buildings, if applicable
- \_\_\_ Location of existing landscaping
- \_\_\_ Location of display and nature of display
- \_\_\_ If tents are utilized, attach a copy of Fire Department tent permit and complete page three.
- \_\_\_ Show all tenants within the center (if applicable), indicate uses and vacancies
- \_\_\_ Vicinity map, Project name, North arrow

Note: Any proposed signage for the event must comply with the City of Roseville Sign Ordinance.

Name of Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

OWNER'S AUTHORIZATION: I authorize the applicant, who is not the owner of record, to file this application, and to represent me on all matters concerning the application (**original signature is required**).

Property Owner (please print name)      Signature      Phone #      Date

Applicant (please print name) \_\_\_\_\_ Signature of applicant \_\_\_\_\_

Address      Daytime Phone #      Date

If you have any questions, call the Planning Division at (916) 774-5276 or staff is available at 311 Vernon Street, Roseville, CA 95678. **This Permit shall be kept onsite during the event, including setup and removal activities, for City inspection.**

## TEMPORARY COMMERCIAL EVENTS

Temporary Commercial Events will be a permitted temporary use as long as the event conforms to the following criteria:

**Please answer YES or NO to the following:**

	YES	NO
Is the event compatible with the zoning district and surrounding land uses?		
Will the display and/or event occur in an area, consistent with attached Site Plan, so as to not impede site accessibility or emergency accessibility/services?		
Will adequate parking be available to serve the expected number of patrons? Please indicate on the site plan the parking areas available for patrons of the event.  <i>If the event will block City public parking areas, the applicant must post signs which are clearly visible at least 72 hours prior to the event which provide 1) notice of event dates, times, and location, 2) notice that vehicles may not park in event location during event, 3) notice that any vehicle parked in event location must be moved prior to the starting time of event, or the vehicle may be towed at owner's expense.</i>		
Will the event be associated with a permanently established business within the center or business complex?		
Will the event cause additional noise or illumination that could impact adjacent properties?		
Will additional sanitation facilities such as portable restrooms or trash receptacles be provided for the event?		
If any landscaping is damaged due to the display/event that is a potential safety issue (i.e., a fallen tree), will it be removed immediately, and all damaged landscape shall be replaced within thirty (30) days of the display or event?		
Will temporary membrane structures, tents and canopies or other appurtenances be used? <i>If yes, you must contact the Fire Department, Engineering Department and Building Department to determine whether additional permits are required (see attached page).</i>		

If an event fails to meet the above criteria, it may be permitted subject to the issuance of an Administrative Permit.

**NOTE:** Applications that are not submitted ten working days prior to the desired event date are not ensured that the administrative review will be completed prior to the requested event date.

**I have read and understand the above listed standards.**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Additional permits may be required to be secured from the Fire, Engineering or Building Departments if the Temporary Commercial Event involves use of membrane structures, tents, canopies, or other appurtenances.**

		<b>Approval Signature</b>	<b>Date</b>
<b>Approval Fire Department (916) 774-5800</b>			
	If required, has the Fire Dept. Permit been secured?		
	Will adequate emergency response access be provided?		
	Are additional conditions of approval required? If yes, please attach a copy.		
<b>Approval Engineering Division (916) 774-5339</b>			
	If required, has an Encroachment Permit been secured?		
	Are additional conditions of approval required? If yes, please attach a copy.		
<b>Approval Building Division (916) 774-5332</b>			
	Will site accessibility, access to normal paths of travel and site facilities provided per the Building Code.		
	If temporary membrane structures, tents canopies or other appurtenances will be used, is a Building Permit required and has it been issued?		

<b>FOR STAFF USE ONLY</b> Planning Approval Date: _____ Approved by: _____
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