



OAKLEY CITY APPLICATION

TEMPORARY USE PERMIT

Valid for maximum 1 year

\$200 Fee + Professional Fees (if needed)

Property Owner _____

Applicant (if other than owner) _____

Physical Address of Parcel: _____

Mailing Address _____

Phone _____ Email _____

Parcel Number _____ Current Zoning of Property _____ Acreage of Property _____

NOTE: The Applicant must submit a formal plan which accurately describes the intended use and scope of the property being considered. A site plan showing the uses, buildings, and structures is also required (see instructions on back).

Current Use of Property _____

Proposed Temporary Use of Property (brief description) _____

Date use begins _____ Date use ends _____

I certify under penalty of perjury that this application and all information submitted as part of this application is true, complete, and accurate to the best of my knowledge.

I also acknowledge that I have reviewed the City Development Code and that the items contained in this application are the minimum requirements and that additional requirements may be required that are unique to individual projects or uses. As required, any consultation costs from City Attorney or City Engineer will be passed on to and paid by the applicant.

I understand that under the direction of the City Planner, this application may require a public hearing, and public notification may be required and at the expense of the applicant.

I understand that if Oakley City finds at any time that the information provided in this application is incorrect or misrepresented, the city may rescind any approval and/or pursue other legal action.

Owner Signature _____

I authorize _____ **to act as my representative in all matters relating to this application.**

Owner Signature _____ Agent Phone/Email _____

SUBMISSION REQUIREMENTS

_____ Formal Plan that accurately describes the intended use and scope of the property being considered. This plan should include business operation hours, number of employees onsite, traffic considerations, delivery of goods and supplies, activities onsite, possible construction, and address possible impact to surrounding property owners.

_____ Site Plan that includes:

- a. North arrow and scale
- b. Legal boundary of property
- c. Existing buildings and structures
- d. Roadways, waterways, and all known easements
- e. Proposed location of all site improvements/areas of impact
- f. Areas of ingress/egress
- g. Parking

_____ Any other information that might be helpful to the City in reviewing the proposed use.

**** Please note that if public noticing is required, you will be invoiced for the cost of public noticing. Invoice must be paid prior to date of public hearing.**

REVIEW PROCEDURE

1. **Permit Application:** Temporary uses shall be permitted for a **period not to exceed one (1) year**. The applicant shall submit a completed application for a temporary use permit and all information deemed necessary and reasonable by the City Planner to permit the City the opportunity to conduct a detailed assessment of the impacts of the proposed use. The City Planner shall take final action on the application for a temporary use permit and shall communicate the decision to the applicant. **Approval of a temporary use permit shall not be considered valid unless a specific period of time during which the use may exist and operate is designated.** The City Planner may consider and approve one (1) 6-month extension of a temporary use permit beyond the one (1) year approval period after which the temporary use permit is no longer valid.
2. **Referral of Application by City Planner to Planning Commission:** The City Planner may refer any application for a temporary use permit or an extension of a temporary use permit to the Planning Commission due to the complexity of the application or the significance in change to the property or the surrounding area. The Planning Department shall schedule the matter before the Planning Commission for a public hearing. Following the public hearing, the Planning Commission shall make a recommendation to the City Planner regarding an approval, approval with conditions or denial of the temporary use permit.

FINDINGS FOR APPROVAL

Before an application for a temporary use permit is approved, the City Planner must conclude that factual evidence exists to verify the following findings:

1. The use shall not adversely affect, in a significant manner, the public health, safety, and welfare.

2. The proposed use shall be appropriate, on a temporary basis, in the particular location, taking into account the nature of the use, its relationship to surrounding uses and its impact on the natural environment.
3. The proposed use shall be in compliance with the development evaluations standards in chapter 3 of this Title.
4. The applicant shall present evidence to show approval of the landowner for the particular use, unless the land is owned by the applicant and, in such case, the applicant shall submit proof of ownership.
5. The site shall be returned to its original condition or, when significant disturbance has occurred, to a condition approved by the City Planner.