



# TEMPORARY USE PERMIT APPLICATION

ADMINISTRATIVE GUIDELINES

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## SUMMARY OF ORDINANCE PROVISIONS (22.20.450 CMC)

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- Temporary Use Permits may be granted by the City Manager for a period not to exceed six (6) months.
- Temporary Use Permit extension requests must be approved by the City Council.
- If determined necessary by the City Manager, a public hearing may be held concerning a temporary use and adjacent uses/property owners may be noticed.
- Temporary uses must have no detrimental impact on the community or other properties in the vicinity.
- Conditions of approval deemed necessary to effectuate the purpose of the Cerritos Municipal Code may be imposed, including but not limited to the posting of a bond to guarantee restoration of the subject property.
- All temporary uses will have a specific time limit for removal of the use and restoration of the subject property.

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## TEMPORARY USE PERMIT APPLICATION REQUIREMENTS

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1. The **\$50.00** fee will be waived for individuals who use this on-line application. All others must submit the fee a **MINIMUM of seven (7) working days** prior to the start of the event.
2. All Temporary Use Permits must be accompanied by a site plan of the proposed use. This plan should be drawn in a legible manner and to a reasonably accurate scale. Please indicate on the plan adjacent streets, relevant buildings or structures, parking and other details, which may be necessary to evaluate the proposed request. The plan should also clearly indicate the size of the proposed use and/or location of various equipment, materials, or structures as applicable. Failure to submit a site plan may result in time delays or denial of the application.
3. Certain events may require approval from the Los Angeles County Fire Department (tents/canopies), Health Department (food) or other outside agencies. These approvals must be obtained first, and copies submitted to the City with this application. Failure to submit these approvals may result in time delays or denial of the application.
4. Businesses, which are part of a larger center (or uses that utilize only a portion of such sites) may require Property Management Approval for their use. These approvals must be obtained first, and copies submitted to the City with this application. Failure to submit these approvals may result in time delays or denial of the application.



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## TEMPORARY USE PERMIT - PROGRAM OUTLINE

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- The actual time approved for any given TUP is determined by the City Manager based upon staff recommendation of the belowmentioned criteria, the impacts of the particular use, the location of the use, and past practices regarding similar events.
- All conditions of approval imposed by the City Manager on a temporary use are considered binding and will be enforced accordingly. Failure to comply with such conditions constitutes grounds for denial or revocation of the permit and immediate cessation of the event. Said conditions may be enforced by any City officials, Code Enforcement or the Sheriff's Department.
- Each business with a physical location in the City of Cerritos is permitted one (1) Grand Opening Celebration only. This celebration must occur within 30 calendar days of the time, which the business first opens to the public. Exception may be made for re-grand openings involving corporate change of ownership, change of location or substantial remodeling of an existing location. These exceptions will be reviewed on a case-by-case basis by staff and a recommendation will be made accordingly to the City Manager.
- Temporary Use Permits for grand opening celebrations **[only]**, may include such things as oversize (<12") balloons or inflatable structures, spotlights and outdoor food vendors. Generally speaking, except under exceptional circumstances, oversize balloons will only be allowed in the parking lot of a business, not on the roof. Spotlights and/or lasers or other light devices must be operated (times) and oriented (location) so as not to disrupt nearby vehicular or pedestrian traffic or disturb adjacent residential areas. All outdoor food vendors must comply with applicable Los Angeles County Health Department requirements.
- Temporary Use Permits for outdoor pumpkin patches or Christmas tree lots will only be granted between October 1 and December 31 of any given year. Applications will be reviewed on a case-by-case basis for potential ingress/egress or parking problems and the Community Development Director and/or the Director of Public Works will make a recommendation to the City Manager. In addition, particular attention will be paid to the method used to provide power to the cash register and other equipment or facilities required by the use. In all cases applicants must comply with applicable Los Angeles County Fire Department regulations and obtain any necessary permits from the City's Building and Safety Division.



# **TEMPORARY USE PERMIT APPLICATION**

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## **TEMPORARY USE PERMIT - PROGRAM OUTLINE**

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- Temporary Use Permits may be granted for outdoor activities such as live or amplified music. The proposed activity will be reviewed to determine if it may have any potential impact on adjacent businesses or residents. The Community Development Director and Community Safety Manager will make volume level, speaker orientation and hours of operation recommendations to the City Manager. The same applies to any potential need for on-site security or the use of additional Los Angeles County Sheriff's by the City or the applicant. Problems or complaints associated with past events will be considered when reviewing requests for new events and may constitute grounds for denial. Should the Sheriff's Department have to respond to the site, more than twice for complaints related to excessive noise or other problems associated with the event, the applicant will be required to pay all applicable costs. Finally, requests for events of this type will be reviewed on a case-by-case basis with specific attention to the days, times and location of the event and surrounding businesses and residential areas. A maximum of one (1) event per month will be allowed and no more than 7 events per calendar year. Requests will also be reviewed in light of the total number and type of other temporary use permits that an applicant may have received during the last calendar year.
- Temporary Use Permits may also be granted for special sale events, including the outdoor display or sale of merchandise. Approval of a Temporary Use Permit for this type of event, does not under any circumstances, include approval of related signs or banners. TUP's for this type of event will be reviewed on a case-by-case basis with consideration given to the location of the business and surrounding uses and the size and location of the event as well as its duration. Generally speaking, the maximum time permitted is 21 days per month, depending on the event, with an equivalent amount of "dark" time until the next event. Similarly, the maximum number of months per year during which such activity will be approved is seven (7) and applicants are strongly encouraged to stagger their events throughout the year. The Community Development Director will make recommendations regarding event sizes, locations and duration to the City Manager.
- Except under unusual circumstances, the maximum number of TUP's which will be approved during a calendar year, for any given business or location, is eleven (11).



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## TEMPORARY USE PERMIT - PROGRAM OUTLINE

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- Temporary Use Permits for outdoor sale events, or other special promotions/events, may include tent(s). All tents, their location, size; material; and orientation must be approved first by the Los Angeles County Fire Department. No TUP's for tents will be approved without an approved permit from the LAFD. All tents should be located so as not to damage or destroy existing on-site landscaping, or impede adequate pedestrian ingress and egress to the business. In addition, the tent should be located in such a way as to allow for a discrete area to be blocked off to vehicular traffic without detrimentally affecting traffic circulation on-site. No lights or lighting, electrical power or signage for tents will be allowed as part of the TUP. The applicant is responsible to apply for all necessary Building and Safety and Planning permits for these ancillary uses. Outdoor tents will only be allowed, at any given business location, a maximum of four (4) times a year. Each event shall last no more than 21 days a month, with an equivalent amount of "dark" time between events.
- Businesses may apply for one cumulative TUP covering all requested activities throughout a given quarter, six (6) month or one (1) year period, however, the same limits on number, type and duration of activities stated elsewhere within these guidelines will still apply.
- All temporary use permits, except under extreme circumstances, and must be applied for a minimum of seven (7) working days in advance of the event. No applications will be accepted that do not comply with this requirement. All applications should include a contact person and phone number in the event that the City has questions concerning the application. No applications will be accepted without a properly drawn, and scaled, plan of the event if applicable. Failure to comply with the abovementioned requirements may constitute grounds for denial of the permit. Acceptance of a TUP application, including receipt of funds, UNDER NO CIRCUMSTANCES should be construed as approval of the event. Applicants have not received approval for their event until they have a copy of the signed (by the City Manager or designee) permit and associated conditions of approval and plot plan. The responsibility to insure that all approvals have been received, IN WRITING, rests solely with the applicant. Under no circumstances is an event allowed to proceed without written approval from the City. Failure to comply with this requirement will be dealt with by the City's Code Enforcement Division in the same manner as any other violation of the City Code.