MENIFEE
COMMUNITY
DEVELOPMENT

For Official Use Only

Project Number: _____

Date Received: _____

Received By: _____

Payment Received: _____

Case Planner: _____

TEMPORARY USE APPLICATION

APPLICATION FOR A TEMPORARY USE PERMIT MUST BE MADE TO THE COMMUNITY DEVELOPMENT DEPARTMENT AT LEAST 60 DAYS PRIOR TO THE EVENT.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

USE INFORMATION:

Type of Use:

_____

_____

_____

_____

Location:

_____

_____

Assessor's Parcel Number: _____

Date(s) of Proposed Event: _____

Estimated Daily Attendance: _____

Hours of Operation: _____

Number of On-Site Parking: _____

APPLICANT INFORMATION:

Applicant's Name: _____ E-Mail: _____

Mailing Address: _____
Street

_____
City *State* *ZIP*

Daytime Phone No: (_____) _____ Fax No: (_____) _____

APPLICATION FOR A TEMPORARY USE PERMIT

Property Owner's Name: _____ E-Mail: _____

Mailing Address: _____
Street

_____
City *State* *ZIP*

Daytime Phone No: (_____) _____ Fax No: (_____) _____

I/We certify that I/we, the applicant for this proposed Temporary Use Permit are acting with the property owner's written permission through the signed areas below or with a notarized authorization letter from the property owner.

_____ _____
PRINTED NAME OF APPLICANT *SIGNATURE OF APPLICANT*

AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:

I certify that I am/we are the record owner(s) or authorized agent and that the information filed is true and correct to the best of my knowledge. (Authorized agent must submit a letter from the owner(s) indicating authority to sign in the owner's behalf. All signatures must be originals ["wet-signed"]. Photocopies of signatures are unacceptable).

SIGNATURE OF PROPERTY OWNER(s):

_____ _____
PRINTED NAME OF PROPERTY OWNER(S) *SIGNATURE OF PROPERTY OWNER(S)*

_____ _____
PRINTED NAME OF PROPERTY OWNER(S) *SIGNATURE OF PROPERTY OWNER(S)*

If the subject property is owned by persons who have not signed as owners above, attach a separate sheet that references the application case number and lists the printed names and signatures of all persons having an interest in the property.

APPLICATION FOR A TEMPORARY USE PERMIT

SIGN OFF:

Once the application is submitted, applicants will be given a case number. Then, applicants take the exhibit and the attached sign off sheets to the following Departments. Please contact each of the agencies listed.

- City of Menifee Police Department
- Riverside County Environmental Health

After submittal, the City of Menifee Community Development Department will automatically transmit your application to the following departments for their sign-off:

- City of Menifee Building and Safety Department
- City of Menifee Engineering Department
- City of Menifee Fire Department

Depending on the address of the subject property, you will be directed to the appropriate office of the Department in question for sign-off. Contact information for each of the departments is listed in the chart below:

Department	Contact Person	Contact Information
City of Menifee Police Department	Raul Perez	(951) 723-1560
Riverside County Environmental Health	-	(951) 461-0284 (951) 955-8980
City of Menifee Building and Safety Department	-	(951) 672-6777
City of Menifee Engineering Department	-	(951) 672-6777
City of Menifee Fire Department	Sonya Bu Rivera	(951) 723-3767 srivera@cityofmenifee.us

Note: The ordinance on temporary uses/outdoor events requires a security deposit to cover staff time in the event that there is trash or damage that the City's Department of Public Works may manage. The security deposit required must be submitted **prior** to the approval of the project.

A full refund of the security deposit will be provided after the event if there is no damage to City property or if there is no clean up required.

Visit us at www.rvcfire.org

REQUIRED WITH THIS APPLICATION:

The following plans shall be submitted in a clear and legible manner and on a standard 8 ½ x 11 or 8 ½ x 14 format; larger maps or blueprints may be necessary

Site map: Indicating locations of event activities, tents, and/or booths, including distance from other temporary structures, buildings, property lines or booths. Please show location of generators, vehicle parking areas, fire lanes and roadways.

Floor Plan: Indicating occupancy load calculations, exit locations and dimensions, exit doors/ curtains, placement of exit signs, portable fire extinguishers – type rating, "No Smoking" signs, if cooking/open flames/ candles/ sternos/ heaters, number of tables & chairs, table dimension, chair spacing, chair bonding, aisle locations, length & width, emergency lighting, flooring material, stages.

Parking & Security Plan: Require a copy to verify fire access and abilities.

Additional Info

Emergency Medical Service provided at this event? ☐ Yes ☐ No
Level of service(s): _____

CONDITIONS OF APPROVAL

- Applications and fees (if applicable) shall be submitted a minimum ten (10) business days in advance of the beginning date of the display or event. For events that will have more than 200 attendees, applications shall be submitted a minimum sixty (60) days in advance. **Permit application fee is $74.00. Fire Department standby personnel deposit based fee may be required. Deposit based fee indicates that additional money may be due & collected.**

- A pre-event inspection is required prior to the display or event where large tents, generators and/ or cooking is proposed. *Supplemental fees will be required.

- Property owner will issue a signed written letter allowing permission to use property for the event.

I CERTIFY THAT I HAVE READ THE ABOVE STATEMENT OF CONDITIONS OF APPROVAL AND THAT ALL INFORMATION SUBMITTED IS CORRECT, I AGREE TO COMPLY WITH ALL LOCAL LAWS RELATED TO FIRE PREVENTION, AND TO THE RULES AND REGULATIONS ADOPTED BY THE CALIFORNIA STATE FIRE MARSHAL. I HEREBY AUTHORIZE REPRESENTATIVE OF THE FIRE DEPARTMENT TO ENTER UPON THE ABOVE-MENTIONED EVENT PREMISES FOR INSPECTION PURPOSES.

Applicant's Printed Name: _____ Date: _____

Applicant's Signature: _____

CASE NUMBER _____

City of Menifee Police Department

☐ Comment
☐ No comment

REVIEWED BY _____ DATE _____

COMMENTS:

MENIFEE COMMUNITY DEVELOPMENT

CASE NUMBER _____

Riverside County Environmental Health Department

☐ Comment
☐ No comment

REVIEWED BY _____ DATE _____

COMMENTS:

CASE NUMBER _____

City of Menifee Building and Safety Department (INTERNAL USE ONLY)

☐ Comment
☐ No comment

REVIEWED BY _____ DATE _____

COMMENTS:

CASE NUMBER _____

City of Menifee Engineering Department (INTERNAL USE ONLY)

☐ Comment
☐ No comment

REVIEWED BY _____ DATE _____

COMMENTS:

CASE NUMBER _____

City of Menifee Fire Department (INTERNAL USE ONLY)

☐ Comment
☐ No comment

REVIEWED BY _____ DATE _____

COMMENTS: