



## CITY OF ROHNERT PARK TEMPORARY USE PERMIT APPLICATION CHECKLIST

A **Temporary Use Permit** is required for short-term private or public events generally not permitted under zoning regulations, such as fairs, festivals, carnivals, events, fundraisers, entertainment, or other similar uses, when located on private property. You may contact the Planning Division at [planning@rpcity.org](mailto:planning@rpcity.org) to confirm if a Temporary Use Permit is required.

### **Application Instructions:**

Please submit your Temporary Use Application via email to [planning@rpcity.org](mailto:planning@rpcity.org), including PDF forms of all supporting documents, outlined below. For each item below, fill in response or check the box. You may attach additional sheets if necessary. Incomplete applications will not be accepted. Please submit your application at least 30 days prior to the event.

Temporary Use Permit applications are processed in accordance with the provisions of Rohnert Park Municipal Code Chapter 17.25, Article IV. The applicant will be required to comply with all applicable sections of the Rohnert Park Municipal Code requirements of affected agencies. A Temporary Use Permit may be revoked if the applicant does not comply with all requirements.

### **The following information is required for a Temporary Use Permit:**

1. **Application Form and Fees.** Completed [Zoning and Land Use Application](#) with all required signatures and fees. The property owner’s information and signature are required. Fees and/or initial deposits will be determined at the time of application submittal.
  
2. **Project Location.** Describe the project location, including the address and size of the property. Please note that this application is only for privately owned properties. For events on public properties, land, and resources owned by the city (parks, streets, sidewalks, playgrounds, schools, etc.), please contact the [Community Services Department](#).

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3. **Project Description.** Provide a detailed written description of the proposed limited-term activity or event. This must describe the proposed use, activity, or event. No additional activities, other than those indicated in the application shall be permitted.

a. The business(es) or organizations involved \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Dates, Days, and hours of operation \_\_\_\_\_  
\_\_\_\_\_

c. Will the event include music, amplified sound, or other noise-generating activities? If yes, please describe below and contact the Public Safety Department ([CColburn@rpcity.org](mailto:CColburn@rpcity.org)) to apply for an Amplified Sound Permit. Please refer to [Municipal Code Section 17.12.030, Noise Standards](#). \_\_\_\_\_  
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d. Will the event include alcohol sales? If yes, please attach ABC licenses and contact the Public Safety Department ([CColburn@rpcity.org](mailto:CColburn@rpcity.org)) to apply for an alcohol use permit. For outdoor alcohol sales, no serving or consumption of alcohol shall occur outside of the required physical barrier.  
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e. Describe the security plan for the event. You may contact the Public Safety Department ([CColburn@rpcity.org](mailto:CColburn@rpcity.org)) to determine if additional security measures are necessary. \_\_\_\_\_  
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- f. Provide the number of employees and/or attendees anticipated.
- i. Employees \_\_\_\_\_
  - ii. Attendees \_\_\_\_\_
- g. Will the event involve vendors? If yes, please describe below:
- i. Number of food vendors: \_\_\_\_\_
  - ii. Number of merchandise vendors: \_\_\_\_\_
  - iii. Confirmation that all food vendors will have appropriate health permits:
  - iv. Confirmation that all vendors will comply with fire marshal requirements regarding spatial separation, fire alarm systems, and extinguishers. If applicable for food services, any heat-producing machines, such as barbeques and grills, may only be operated out in the open, not under a tent, and only with approval from the Department of Public Safety. No outdoor open flame devices are allowed. A fire extinguisher must be present at the site and all items must be readily removable for an ambulance or fire truck:
  - v. Confirmation that all vendors will have a City Business License (attach):
4. **Site Plan.** Provide a site plan showing the following information. The site plan must include dimensions and labels for the items below, and may be hand-drawn.
- a. **Structures:** Show existing structures and features, including walls or fences, and any proposed temporary features or structures for this use.
  - b. **Utilities:** Show lighting, electricity, or water use and connections. Lighting standards and devices as well as any temporary electrical hookups must meet the provisions of the Electrical Code.
  - c. **Circulation:** Show circulation details, including sidewalks, site access, fire lane access, site circulation, parking, and street closures (if proposed). Emergency vehicle access must be maintained into and through the site at all times
  - d. **Accessibility:** Show the accessible path of travel to the use/event, and the accessible path of travel to existing structures, features, and public rights-of-way during the event. Show location of accessible parking spaces and restrooms.
  - e. **Signage:** Show proposed signage. Signage directing the public to restroom facilities shall be clear and visible.
5. **Floor Plan.** If the event is indoors, provide a floor plan, showing the existing layout and proposed areas of use. The floor plan must include dimensions and labels, and may be hand-drawn.

6. **Waste Disposal Plan.** Describe the plan for waste disposal, including the plan for separation of trash, recycling, and compost, and for the reduction of waste. \_\_\_\_\_

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7. **Site Restoration Plan.** Describe proposed measures for removal of all materials and equipment and restoration of the site to its previous condition. A refundable clean-up deposit may be required, if appropriate. \_\_\_\_\_

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8. **Insurance.** An endorsement of the project applicant's insurance policy, in the amount of one million dollars and in a form acceptable to the city attorney, naming the City of Rohnert Park as an additional insured.

9. **Other Information.** Provide any other relevant information about the proposed event.

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