



# CITY OF ARROYO GRANDE

## COMMUNITY DEVELOPMENT DEPARTMENT

### TEMPORARY USE PERMIT

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

FOR STAFF USE ONLY			
DATE SUBMITTED	DATE DEEMED COMPLETE	CHECKED BY	CASE NUMBER

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed application form. Payment in full of applicable fees for processing the application.
<input type="checkbox"/>	<input type="checkbox"/>	2. Copy of Business License Certificate or Business License Application for the City of Arroyo Grande. (Note: This does not apply to non-profit events or non-profit agencies.)
<input type="checkbox"/>	<input type="checkbox"/>	3. Five (5) copies of a plot plan (folded to 9" x 12" size) drawn to a standard engineer's scale (approval necessary for use of scale smaller than 1:30, i.e., 1:40 or 1:50) and with a north arrow showing:
<input type="checkbox"/>	<input type="checkbox"/>	A. Location, exterior boundaries, and dimensions of the entire property that is the subject of the application.
<input type="checkbox"/>	<input type="checkbox"/>	B. Location, name, and size of existing streets, drainage structures, utilities, buildings, signs, and other features that may affect the use of the property.
<input type="checkbox"/>	<input type="checkbox"/>	C. Proposed development, including planned buildings and structures, access, drainage, yards, drives, parking areas, landscaping, signs, and walls or fences.
<input type="checkbox"/>	<input type="checkbox"/>	4. Letter of consent from the property owner.
<input type="checkbox"/>	<input type="checkbox"/>	5. All plot plans submitted shall be collated and stapled on the short end of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	6. Electronic copies of all document submittals in PDF format on USB or CD. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.