



## CITY OF ARROYO GRANDE

### APPLICATION CHECKLIST FOR

## TEMPORARY USE PERMITS

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		
PROJECT NUMBER	DATE SUBMITTED	CHECKED BY AND DATE

***APPLICATIONS FOR A TEMPORARY USE PERMIT SHALL CONTAIN THE FOLLOWING:***

- 1. Completed application form. Payment in full of applicable fees for processing the application.
- 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.)
- 3. Five (5) copies of a plot plan 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:
  - a. Location, exterior boundaries, and dimensions of the entire property that is the subject of the application.
  - b. Location, name, and size of existing streets, drainage structures, utilities, buildings, signs, and other features that may affect the use of the property.
  - c. Proposed development, including planned buildings and structures, access, drainage, yards, drives, parking areas, landscaping, signs, and walls or fences.
- 4. Letter of consent from the property owner.