

City of San Gabriel
Community Development Department
 425 South Mission Drive, San Gabriel, CA 91776
 (626) 308-2806
 www.sangabrielcity.com

Temporary Use Permit Checklist

Applicant Name: _____ **Address:** _____

Welcome to the City of San Gabriel! To expedite the processing of your application, use this checklist to meet the requirements of the Planning Division.

APPLICATION AND FEES

All applications must be submitted at least two (2) weeks prior to the event. No exceptions will be allowed. Prepare and submit five (5) complete sets of plans including site plan and floor plan (if applicable) to the Planning Division accompanied by the City-provided application and filing fee of \$530 (any incomplete applications will not be accepted).

No.	Item	Verified:
1	Complete Site Plan: Include the following -	
	Tabular legend showing address, zoning, size of each building	
	Adjacent properties: Show the setback dimensions and building footprints; Label building uses.	
	Property lines (PL) fully dimensioned	
	North arrow	
	Scale (All plans must be drawn to scale)	
	Pedestrian walkways	
	Driveway width	
	Private streets/alleys/easements	
2	Floor Plan: Include the following (If applicable) -	
	Dimensioned to show the location and size of rooms, walkways, and other internal features.	
	Label use and size of room in square feet.	
	Doors: Show all doors and the direction of which they open.	
3	Parking Plan: Include the following (If applicable) -	
	Summary indicating required and provided number of parking spaces including handicap spaces	
	Identify the number of stalls that will be utilized for the event	
	Location of standard (S), compact (C), and handicap (HC) parking stalls, driveways, ramps, and loading zones.	
4	Photos: Photos of the site, adjacent properties, and street that illustrates both the property itself and conditions on the surrounding properties.	
Temporary Use Permits are required for the following uses:		
5	Per §153.159 (E): Special events such as sidewalk and parking lot sales/special events.	
	Per §153.151: Single-event open air market and seasonal sales such as Christmas tree lots, pumpkin sales, and similar uses.	

SUPPLEMENTARY INFORMATION: Applications for temporary use permits shall be accompanied by a brief statement of reason for permit describing date, time, and type of activity to be held.