

TEMPORARY USE PERMIT APPLICATION

A Temporary Use Permit is required for all outdoor sales events or promotions of a limited duration and frequency located on private property in the [CG](#), [CP](#), [CN](#) and existing [PD-C](#) zones and in certain districts of the [Downtown Specific Planning Area](#), and the South Escondido Boulevard and [East Valley Parkway](#) Area Plans. Temporary sales events at any one location or commercial center shall not exceed three (3) days during any three (3) month period. Events include, but are not limited to, parking lot sales, tent sales and seasonal or promotional events. The purpose of the use permit is to ensure the safe and orderly outdoor display of merchandise while attracting interest, adding character, and increasing pedestrian traffic to a commercial area which can extend economic benefits to all commercial enterprises within that area.

A Temporary Use Permit is restricted to private property only and shall not adversely impact parking lot circulation. Events shall not be permitted within parking areas containing less than 20 spaces. A maximum of 20% of the required parking spaces for the sponsoring business, or 5% of the spaces within a commercial center containing multiple tenants may be utilized for the display and sale of merchandise. No encroachment into the public right-of-way is permitted. See [Section 33-1534](#) of the Zoning Code for a complete list of development standards.

Applications for Temporary Use Permits shall be made at least thirty (30) days in advance of the event. A Temporary Use Permit can be issued for multiple events on the same site for the length of time specified under [Section 33-1534](#) of the Zoning Code.

Submittal Requirements

1. Completed and signed [application form](#).
2. Copy of current Business License.
3. Copy of County of San Diego Health Department approval/certification (if food sales are proposed).
4. Four (4) copies of the site plan and elevation plans (if applicable), drawn to scale, including the following information:

Site Plan:

- a. North arrow and graphic scale.
 - b. Exterior boundaries of the subject property and property dimensions.
 - c. Location and widths of streets and alleys adjacent to the property and all driveway cuts.
 - d. Existing buildings (if multi-tenant, show suite sizes and each suite frontage dimension).
 - e. Display area, including dimensions and number of parking spaces utilized.
 - f. Existing parking area and spaces (see [Section 33-1534](#) of the Zoning Code for limitations on amount of parking that may be used for display).
 - g. Existing landscaping in proximity to display area.
 - h. Location and details of proposed temporary lighting (must conform to [Article 35](#), Outdoor Lighting).
 - i. Location and distances of the limits of display area to edge of sidewalk, the edge of curb and driveway cuts.
 - j. Dimensions and height of any structures used for display.
5. Size, materials and location of any signage associated with the display.

Procedure

Temporary Use Permits are administered pursuant to [Article 73](#) of the Escondido Zoning Code.

Once a complete application is submitted, the Planning, Building and Fire Department staff will review the information and approve, conditionally approve or deny the request within 20 working days of a receipt of a complete application.

All sales events shall be subject to all applicable codes and ordinances including, but not limited to, [Article 73](#) (Outdoor Sale and Display of Retail Merchandise), [Article 35](#) (Outdoor Lighting), and [Ordinance 90-08](#) (Noise Ordinance).

Temporary Use Permits shall be valid for no longer than one year from the date of issuance, provided that the permit shall be extended automatically on a yearly basis unless written notice of termination is given to the permittee no less than thirty (30) days prior to the expiration of the permit.

The decision of the Planning Division may be appealed to the Planning Commission pursuant to [Division 6 of Article 61](#) of the Escondido Zoning Code. If no timely appeal is filed, the decision of the Planning Division shall be final. The applicant shall be notified in writing of the final decision.

Signatures. Applicant and property owner signature lines must be signed, even if the applicant and property owner are the same. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

Applicant

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Escondido, its Council, boards and commissions, officers, employees, volunteers, and agents from any claim, action, or proceeding against the City of Escondido, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, causes of action, suit or proceeding whether incurred by applicant, City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which City incurs in enforcing the indemnification provisions set forth herein. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Escondido.

Applicant: _____

Date: _____

Property Owner

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Escondido employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property Owner: _____

Date: _____

Architect/Engineer

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans, drawings, studies or reports submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans, drawings, studies or reports for the limited purpose of facilitating the public review process.

Architect: _____

Date: _____

Engineer: _____

Date: _____

City of Escondido Storm Water Special Event Controls

Event organizers must ensure that their event – whether on public or private property – complies with all storm water regulations, including, but not limited to, the following:

1. Storm Drains – Only Rain in the Storm Drain

- a. Do not pour liquids – including water – into the drain.
- b. Do not sweep anything – including dirt – into the drain.
- c. Do not allow trash to get near or enter the drain.
- d. Set up booths and activities away from drains as much as possible.
- e. Prevent trash/debris from entering the storm drain.

2. Trash & Debris Containment

- a. Provide trash and recycling containers throughout the venue and at entrances/exits.
- b. Maintain trash / recycling containers, and the area surrounding them, during the entire event, including set up and tear down times.
- c. Do not allow containers to overflow; keep covered as much as possible.
- d. Collect trash and debris for proper disposal during and after the event.

3. Portable Toilets

- a. Confirm vendor follows requirement for secondary containment, for example set in a tray or on landscaping.
- b. Locate away from curbs and gutters.
- c. Remove by next business day following conclusion of event.

4. Spill Kits

- a. Vendors must have spill kits available as appropriate for their activity (food, beverage, chemical, other liquids).
- b. Typical equipment: paper/cloth towels, kitty litter and/or sand; broom and dustpan.
- c. All spills & spill cleanup materials must be disposed of properly.

5. In the Event of Rain (or 50% or higher chance of rain)

- a. Remove any drain screens that may have been installed.

For questions, contact Environmental Programs at water@escondido.org
To comply with regional storm water permit & Escondido Municipal Code Chap. 22 Art. 2

Storm Water Basics

A **watershed** is an area of land that drains to a common point. For example, in the Escondido Creek Watershed, a drop of water that falls near Lake Wohlford can trickle down the hills into Escondido Creek and eventually to the ocean via the San Elijo Lagoon in Encinitas.

Storm drains are pipe and channel systems that prevent flooding of our streets by channeling storm water directly to our creeks and lakes. Anything that flows into the storm drains ends up in our water ways untreated.

We are responsible for protecting Escondido's waterways by monitoring the storm drain system and preventing pollution from entering the drains. **The only substance allowed in the storm drain is *rain water*.** All solids: dirt, litter, trash, ice, leaves, etc. should be swept away and disposed of in appropriate trash receptacles. All liquids: sports drinks, melting ice, sprinkler runoff, etc. should be diverted to planted areas where the liquid can infiltrate the soil. By ensuring the storm drains are free of litter, we are upholding our responsibility to protect our precious waterways through pollution prevention.



Only Rain in the Storm Drain!

Report Pollutant Discharges: If a spill is observed entering the storm drain system, **report the discharge to the City's Storm Water Hotline: 760 – 839 – 4668.**