



City of Pomona Planning Division  
**TEMPORARY USE PERMIT  
 APPLICATION**

OFFICE USE ONLY

CASE NO: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

Permitted uses, subject to the issuance of a Temporary Use Permit, are listed in Section .583(E) of the Pomona Zoning Code. For any questions regarding specific uses not listed in the Pomona Zoning Code, please contact the Pomona Planning Division at (909) 620 – 2191.

Please reference the timelines below and submit applications accordingly. The City of Pomona Planning Division does not accept incomplete applications and all required documents and exhibits are due at the time of submittal.

- For proposed circuses, carnivals, fairs or similar amusement enterprises in residential zones, applications must be submitted at least thirty (30) days prior to date of event.
- Other permissible events must submit application at least ten (10) days prior to date of the proposed event.

**SUBMITTAL REQUIREMENTS**

- PROPERTY OWNER'S AFFIDAVIT
- SITE PLAN  
Site plan should indicate all property lines, parking areas, building foot prints access roads and area of proposed use. Must be to scale.
- MAP
- FLOOR PLAN (If Applicable)

For circuses, carnivals, and fairs, etc. in residential zones. The following items must be submitted in addition to the listed submittal requirements:

- RADIUS MAP  
One copy of a radius map provided by applicant showing all properties within 400 feet of the subject property .
- PUBLIC NOTICING INFORMATION PACKET  
List of property owners within 400 feet of proposed project typed on mailing labels. A certified property owners list affidavit must be provided by the company/firm preparing the labels.

**PROJECT INFORMATION AND DESCRIPTION**

Project Address: \_\_\_\_\_

Zoning: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Purpose of the Event: \_\_\_\_\_  
 \_\_\_\_\_

What type of activities are proposed? \_\_\_\_\_  
 \_\_\_\_\_

How many people are expected to attend the event? \_\_\_\_\_

Where will parking be provided? \_\_\_\_\_

Will the proposed event take up existing parking spaces, if so how many? \_\_\_\_\_

Will there be a stage? If so, a building permit may be required. \_\_\_\_\_

Will on-site security be provided? \_\_\_\_\_

What is the required set up time? \_\_\_\_\_

