



TEMPORARY USE PERMIT

City of Hawaiian Gardens
Community Development Department
21815 Pioneer Boulevard, Hawaiian Gardens, CA 90716
Ph: (562) 420-2641 · Fax: (562) 420-8521
www.hgcity.org

Please complete all the items listed below using type or clear print. Before completing the application, it is recommended that you consult with the Community Development Department office on any weekday during counter hours (M, T, Th – 8:00 AM to 11:00 AM; W – 2:00 PM to 5:00 PM). All materials become part of the public record, so please make copies for your files. **Submit applications during counter hours only.**

I. APPLICATION TYPE

- | | |
|-----------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Car Wash | <input type="checkbox"/> Christmas Tree Lot |
| <input type="checkbox"/> Construction Trailer | <input type="checkbox"/> Festival/Carnival |
| <input type="checkbox"/> Film Permit | <input type="checkbox"/> Outdoor Sales |
| <input type="checkbox"/> Temporary Office | <input type="checkbox"/> Temporary Sign(s) |
| <input type="checkbox"/> Storage Container | <input type="checkbox"/> Other: _____ |

NOTE: THE CITY OF HAWAIIAN GARDENS REQUIRES APPROVAL BY THE DIRECTOR OF COMMUNITY DEVELOPMENT PRIOR TO THE ISSUANCE OF A TEMPORARY USE PERMIT. (18.100.080, HGMC)

II. CONTACT INFORMATION

Site Address: _____

Please send all correspondence electronically via email

Applicant Information:

Applicant Name _____ dba _____
Applicant Address _____ Apt./ Suite _____
City _____ State/ ZIP _____
Phone (home) _____ Phone (cell) _____
Email Address _____

Property Owner Information:

Owner Name _____ dba _____
Owner Address _____ Apt./ Suite _____
City _____ State/ ZIP _____
Phone (home) _____ Phone (cell) _____
Email Address _____

Organization Information:

Owner Name _____ dba _____
Owner Address _____ Apt./ Suite _____
City _____ State/ ZIP _____
Phone _____ Email Address _____

Emergency (24 hour) contact:

Name: _____ Phone: _____

III. DESCRIPTION OF TEMPORARY USE

Detailed Description of Proposed Use (include nature of business, types of merchandise sold, areas to be used, equipment, etc.) Attach additional sheets if necessary: _____

Duration of Operation: Dates: From: _____ To: _____

Hours: From: _____ To: _____

IV. OTHER SUBMITTALS:

Hawaiian Gardens Business License: Yes: No: Number: _____

V. OWNER/APPLICANT DECLARATIONS

I, the legal owner of the property, assume the responsibility for this application and agree to enforce and abide by any conditions of approval if the proposed project is completed.

DATE _____ OWNER SIGNATURE _____

OWNER NAME (Print) _____

I hereby agree to comply with all applicable State Laws and County and City Ordinances and Regulations regarding the type of business for which is applied herein. I further agree that any additional business carried on or conducted by me or my company in the City of Hawaiian Gardens shall require additional approvals. I hereby certify that the above information is true and correct. In the event that the City is required to take legal action to enforce the conditions of approval, I understand that I shall be liable for all legal expenses. I declare under penalty of perjury that I am the tenant/lessee of the legal owner of the property described above, and who has the authority to make such application for approval.

DATE _____ APPLICANT SIGNATURE _____

APPLICANT NAME (Print) _____

VI. TEMPORARY USE PERMITS – SUBMITTAL REQUIREMENTS

Project Location: _____ Case Number: _____

Applicant Name: _____

DIRECTIONS: All items below, as applicable to the proposed use, must be submitted to deem an application complete. Failure to submit all necessary documents may delay approval times.

NOTE: Failure to comply with these regulations may result in the automatic revocation of the temporary use permit and can be subject to prosecution of a misdemeanor complaint. This permit is non-transferable. This permit is approved for the length of time noted on the Standard List of Conditions for Temporary Use Permits and must be renewed prior to each event or activity. The permit approval documents, once received, must be displayed at the location of the temporary use at all times.

- Submit a “bird’s eye” view of the property, showing all buildings on the property and adjacent properties, including parking spaces and drive aisles, landscaping, walls and fences, and property lines. Show the location of the proposed temporary use, and indicate where all supporting activities will take place. A hand-drawn site plan or Google aerial image are both acceptable submissions.
- If signs are also proposed as part of the temporary use, provide separate elevations and site plans for all proposed and existing signs. Plans shall be fully dimensioned and drawn to scale. All colors, materials, typefaces, illumination, structural engineering specifications, and dimensions shall be included.
- The Permittee shall obtain and maintain for the duration of the temporary use permit insurance against claims and injuries to persons or damages to property which may arise from or connection with performance of such temporary use. Evidence of liability insurance shall be filed with the City. The minimum amount insurance shall be no less than the following:
 - A. General Liability - \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability or other form of general aggregate limits is used, either the general aggregate limit shall apply separately of the aggregate limit shall be twice the required limit.
 - B. Automobile Liability - \$1,000,000.00 per accident for bodily injury or disease.
 - C. Employer’s Liability - \$1,000,000.00 per accident for bodily injury or disease.

The Scope of the insurance shall include Worker’s Compensation Insurance as require by the State of California and Employer’s Liability Insurance.

Permittee shall furnish the City with original endorsements effecting coverage. The endorsement shall be signed by a person authorized by the insurer to bind coverage on its behalf

- Obtain, and submit copies, of all applicable State and Federal permits.
For Film Permits:
 - A. Obtain Fire Approval through L.A. County Fire Department;
 - B. Sheriff’s Approval through L.A. County Sheriff’s Department on case-by-case basis.
- Submit a Business License application form, completed in full, with correct license and processing fees.
- Submit any documents to support the proposed description of use, as deemed necessary by the Community Development Department (i.e. lease contracts, vehicle information, county permits, etc.)

VII. FILM PERMITS – SCOPE OF WORK DETERMINATION

NOTE: For all Film Permits, please expect to submit all documentation listed above in Submittal Requirements. In addition, the deposit requirement is determined by the following:

- Interior filming ONLY, all on private property - \$500 deposit
- Exterior filming included - \$1,000 deposit
- Filming on public right-of-way requires an Encroachment Permit and non-refundable fee of \$51. The City has determined that a film is on public property if any of the following apply:
 - Traffic will be interrupted on City Streets
 - Pedestrian traffic on sidewalks will be interrupted
 - A tripod or dolly is used on sidewalks or streets
 - Wires or cables run across or over sidewalks
 - A generator is used on sidewalk or street
 - Public parking will be impacted
 - “No parking” signs posted on any public parking whether it is metered or not
 - Any person or apparatus associated with the film shoot is on public property

VIII. FEES

Application Type	Full Cost	Deposit
Temporary Use Permit	\$107	
Temporary Sign Permit (Banners)	\$25	
Film Permit	\$580	
Film Deposit – Interior Shots Only		\$500
Film Deposit – Exterior Shots Included		\$1,000
Expedited Permit – 50% of original permit cost	Cost Varies	
Encroachment Permit (public right-of-way)	\$51	

For Staff Use Only

Case #:	Signed Affidavit: Yes <input type="checkbox"/> No <input type="checkbox"/>
Fee Amount:	Fees Paid: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Filed:	Received by: