



Temporary Use Permit Application
Public Hearing Required

City of Indian Wells
Community Development Department
44-950 Eldorado Drive
Indian Wells, CA 92210
760.776.0229 (V) 760.346.0407 (F)
www.CityofIndianWells.org

TEMPORARY USE PERMIT

PUBLIC HEARING REQUIRED

TEMPORARY USE PERMITS. The purpose of a temporary use permit (TUP) is to regulate short term activities that are established for a specified period of time with the intent to discontinue the activity or use at the end of the designated time or regulate special events which may be approved when regulated. The applicable code section dealing with TUPs is 21.06.060 and should be consulted for complete information.

Some temporary uses are considered unique and/or may impact the community and require a full public review in a public hearing. Such temporary uses subject to review in a public hearing include any temporary activity, use, or event which, in the opinion of the Community Development Director may impact adjacent land uses or public facilities and a detailed listing of such uses is as follows:

(1) Any activity or use including but not limited to: golf and tennis tournaments, major conventions, temporary parking, auctions, outdoor advertising related to a temporary use, celebrations, award or recognition ceremonies, demonstrations, art shows, festivals, religious events, musical concerts, artistic shows, ice-rink shows, pageants, public fireworks displays (aerial), hot-air balloon displays, trade shows, swap meets or "flea" markets, or other related outdoor sales events, and other major sporting events;

(2) Any commercial, paid or fund raising activity which includes temporary parking, storage, placement, or construction of displays, structures, facilities, machinery, or vehicles on public property, private property designated for other uses, or which may cause the capacity of existing City approved facilities to be exceeded or which may temporarily require significant public services;

(3) Any activity or use which will obstruct normal pedestrian and/or vehicle routes;

(4) Any activity or use which impact on-site parking or require additional parking areas;

(5) Temporary office uses in temporary trailers;

(6) Temporary signs;

(7) Any similar activity, use or event which in the opinion of the Planning Director may impact adjacent land uses or public facilities.



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Date Received: _____

Case Number(s): _____

1. Property Location

Address of Subject Property: _____

Zone District: _____ Assessors Parcel Number: _____

2. Project Description

Project Description: _____

3. Applicant

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

4. Property Owner

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

I hereby certify that I am the owner of record of the property described in Box #1 above and that I approve of the requested action herein and that the foregoing statements and answers herein contained and the information herein submitted are in all respects true and correct to the best of my knowledge and belief.

Signature of Owner: _____ Date: _____

City Staff will complete all items below in boxes #5 and #6.

5. Application Type

- | | |
|---|---|
| <input type="checkbox"/> Staff ALC Review | <input type="checkbox"/> Parcel Map |
| <input type="checkbox"/> Full ALC Review | <input type="checkbox"/> Planned Sign Program/Sign Permit |
| <input type="checkbox"/> Administrative Relief | <input type="checkbox"/> Tentative Tract Map |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Temporary Use Permit – No Public Hearing |
| <input type="checkbox"/> Environmental Assessment | <input type="checkbox"/> Temporary Use Permit – Public Hearing |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Use Determination |
| <input type="checkbox"/> Municipal/Zoning Amendment | <input type="checkbox"/> Variance |
| | <input type="checkbox"/> Other _____ |

Application Fee

Fee(s): \$ _____

Receipt #: _____

6. Needed Action

	Date of Action	Action Taken
ALC		
Planning Commission		
City Council		
Comm. Development Director		
Other		

The project must comply with the requirements of ALL applicable City Codes and Ordinances.
 Please contact Staff with any questions regarding your application.
 Information and fees are subject to change.

TEMPORARY USE PERMIT PUBLIC HEARING REQUIRED SUBMITTAL REQUIREMENTS CHECKLIST

- Application form with owner's and applicant's signature.
- Application fee as per the current fee schedule.
- Description of the temporary use including date, time, hours, and location.
- Insurance naming City of Indian Wells as additional insured.
- Plans (to scale) to include site plans showing temporary facilities, parking areas, on-site vehicle and pedestrian circulation, refuse collection areas, security, emergency, electrical, mechanical, and sanitary facilities, an/or any other information which may be necessary to adequately and completely explain the entire temporary use.
- An estimate of the market rate cost to remove the temporary use and all temporary accessories related to the event or activity within five (5) days of the termination of the temporary use.
- A statement on the dates and times of the contemplated use including the time to set up, remove, and restore the site.
- A statement of the number of persons and vehicles expected at such temporary use.
- A list of all vendors, by name, address, and telephone number, including business license numbers.
- A statement or plan showing arrangements for parking, ingress, egress, and areas to be blocked off and areas designated as "No Parking" areas.
- A statement of arrangements for security.
- A statement of arrangements for sanitation, health, and drinking water.

TEMPORARY USE PERMIT PUBLIC HEARING REQUIRED SUBMITTAL REQUIREMENTS CHECKLIST

- A statement of arrangements made for fire safety.
- A statement of arrangements made for building safety such as television towers, grandstand seating, temporary wiring, spot lights, etc.
- A statement of arrangements made for sales and serving of food, beverages, and alcohol.
- A statement of arrangements for overnight camping.
- Environmental application if applicable.
- Information as required for a public hearing contained in Section 21.06.100(a) of the Municipal Code.
- Completed special event form.
- Completed admission tax information and finance clearance signature form.
- Other information as required per the request of the Community Development Director.

TEMPORARY USE PERMIT PUBLIC HEARING REQUIRED SPECIAL EVENT FORM

Title of Event: _____

Type of Event: _____

Location of Event: _____

Dates of Event: _____

Set-up Date: _____ Clean-up Date: _____

Event Times: _____

Sponsor of Event: _____

Activities: _____

Entertainment: _____

Food Sales: Yes No

Alcohol Sales: Yes No

Expected Attendance: _____

Special Request: _____

CITY OF INDIAN WELLS ADMISSION TAX INFORMATION AND FINANCE CLEARANCE SIGNATURE

The City of Indian Wells requires that an Admission Tax be collected on each admission charge to events in the City. The maximum levy is 10% of the admission charge to the event. Details on this Admission Tax and the process of collection are found in this document and any questions regarding the Admission Tax may be directed to the Finance Department at 760-346-2489. Thank you for your cooperation in working with the City to make events run smoothly and efficiently.

The following information relates directly to the Admission Tax and is taken from Municipal Code Section 3.14.020.

ADMISSION TAX. There is hereby imposed a tax ("Admission Tax") on each Admission Charge to any Event. The Admission Tax is a debt owed by the Patron to the City, which debt shall be extinguished only by payment to the Operator or to the City. The Admission Tax shall be in addition to all other taxes or fees imposed by law. The Admission Tax shall be a maximum of ten percent (10%) of the Admission Charge to an Event. Notwithstanding the maximum amount of the Admission Tax heretofore set forth, for calendar year 2006 the Admission Tax shall be five percent (5%) of the Admission Charge to an Event, and for calendar year 2007 and for each calendar year thereafter, the City Council is authorized to decrease by ordinance or resolution the Admission Tax, or to increase by ordinance or resolution the Admission Tax up to a maximum of ten percent (10%) of the Admission Charge to an Event. In order to decrease or increase the Admission Tax for any calendar year as permitted hereunder, the City Council shall do so on or before January 1 to take effect the following January 1.

Each Operator shall collect the tax imposed by this chapter from any Patron when he or she pays an Admission charge or purchases an Admission ticket or a multiple Event ticket. All taxes collected by Operators pursuant to this Chapter shall be held in a separate bank account in trust for the benefit of the City until payment thereof is made to the City.

EXEMPTIONS TO TAX. An application shall be filed with the Director for exemption from the tax imposed by this chapter if the charge paid for the Event is one specified by this section. The Director may require such information in the application for the certificate of exemption, or in addition hereto, as will enable the Director to determine whether the Admission Charge for which the exemption is sought is eligible therefore.

CITY OF INDIAN WELLS ADMISSION TAX INFORMATION AND FINANCE CLEARANCE SIGNATURE (Continued)

The following Admission Charges shall be exempt when approved by the Director:

Admission Charges for Events by bona fide non-profit organizations such as country clubs, social clubs, tennis clubs, governmental entities and schools;

Admission Charges paid by Event sponsors. Event sponsors shall mean persons who contribute goods, services or money towards the Event and who in return: receive a non-exclusive license to use the Event logo in conjunction with that person's own name or products; or who receive the right to name recognition as an official sponsor in the venue where the Event is held; or receive the right to identify itself as an official sponsor of the Event in advertising and promotional materials; or who are identified by the Event Operator in promotional materials as a sponsor if approved by the Director. Prior to the Event, the Operator shall submit to the Director a list of all sponsors. The list must be approved by the Director to receive an exemption.

CERTIFICATE. Prior to conducting, operating, or maintaining any Event which is subject to this chapter, each Operator shall register with the Director and obtain from him or her an "Admission tax collection certificate" to be at all times posted in a conspicuous place on the premises, or on file with the manager of the Facility.

DEPOSIT. Upon registration, a non-fixed Operator shall make an advance deposit with the Director equal to the estimated amount of the tax to be collected by the Operator as determined by the Director. In lieu of a cash deposit, an Operator may provide a letter of credit in accordance with the City's letter of credit standards as maintained by the Director.

City of Indian Wells Finance Department Review and Signature

_____ The proposed temporary use event is subject to the Admission Tax and said Tax must be collected according to the terms and conditions of Municipal Code Section 3.14.020.

_____ The proposed temporary use event is exempt from payment of the Admission Tax according to the terms and conditions of Municipal Code Section 3.14.020.

**Signature from Official Representative of
Finance Department of the City of Indian Wells**