



City of
Los Banos
At the Crossroads of California

Community & Economic
Development Department
520 J St.
Los Banos, CA 93635
Phone: (209) 827-7000 ext. 2445
www.losbanos.org

TEMPORARY USE PERMIT SUBMITTAL REQUIREMENTS

- ☐ Completed application, including:
 - Name, address, and telephone number of the applicant
 - If the event is proposed to be sponsored by an organization, the name, address, and telephone number of the organization, the authorized head of the organization, and written authorization to apply for the Temporary Use Permit by an officer of the organization
 - Name, address and telephone number of the person who will be present and in charge of the event on the day of the event
 - Nature/purpose of the event or operation
 - Date and time (starting and ending) of the event, including necessary setup/takedown time
 - Location of the event
 - Description of any sound amplification equipment to be used at the event
 - Whether any food or beverages will be sold at the event
- ☐ Site Plan
 - 8.5" x 11" format
 - Depicting the location of the operation, including its boundaries
 - Depicting all related operations of the event
- ☐ Application fee
 - Minor Temporary Use Permit - \$230.42
 - Parking lot sales
 - Seasonal sales lots
 - Outdoor sales of flowers, produce, and holiday merchandise
 - Temporary parking
 - Temporary portable moving containers and household storage containers
 - Temporary commercial storage containers in non-residential zones
 - Temporary construction waste containers
 - Construction yards-off site
 - Similar minor uses
 - Major Temporary Use Permit - \$311.14

Please Note: Major Temporary Uses may require the applicant to enter into a Cost Recovery Contract with the City of Los Banos to recoup full cost of staff time. See City Council Resolution No. 5739 for details.

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TEMPORARY USE PERMIT APPLICATION

General Information

Applicant: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Cell Phone: _____ Fax: _____
E-mail: _____
Property Owner (if different): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Cell Phone: _____ Fax: _____
E-mail: _____

Location Information

Site Address: _____ City/Town: _____

Activity Description

Description of event: _____

Event date(s): _____ Hours of operation: _____ Hours of set up & take down: _____

Will there be live entertainment? ☐ Yes ☐ No (if Yes, please describe): _____

Will you serve alcohol? ☐ Yes ☐ No (if Yes, who holds the ABC license?): _____

AFFIDAVIT

Please note: If property owner is a trust, partnership, LLC, then the signature shall be a corporate officer. Attach additional sheets if necessary.

I, _____, hereby certify that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge.

Applicant (signature)

Applicant (print name)

I, _____, hereby certify that I am the owner (if other than the applicant) of real property involved in this application, do hereby consent to the filing of this application. Attach separate sheets if multiple property owners.

Owner (signature)

Owner (print name)

OFFICE USE ONLY

Temporary Use No. : _____	Application Received /Reviewed By: _____
Current Zoning: _____	Date Received: _____
Filing Fee(s): _____	Receipt Number(s) _____
Total Amount Paid: _____	

APPLICATION PROCESS

1. **Application Review:** A Planner will review the submitted application and determine whether the application is complete. Once the application has been deemed complete, the application will be distributed to additional agencies for review and comment.
2. **Event / Site Requirements:** Upon receiving comments from reviewing agencies, a Planner will contact the applicant and provide a list of conditions of approval that will be required to be complied with in order for the Temporary Use Permit to be approved.

Note – Approval of the Temporary Use Permit may require compliance with conditions of approval necessary to protect public health, safety and welfare. The requirements imposed by the conditions of approval may vary depending on the site location and type of event planned.

3. **Application Approval:** Upon compliance with all conditions of approval required to be met prior to approval of the Temporary Use Permit, the temporary use permit shall be issued prior to the date of the event.
4. **Event Operations:** The applicant shall post the approved Temporary Use Permit, site plan, and conditions of approval during the event in a conspicuous location, and make available for review to any person upon request. All conditions of approval must be complied with during the event.

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City of Los Banos
Community and Economic Development
Complete Fee Schedule

License/Permit/Entitlement Type	Basic Fees	State Fees	Additional Fees	Notes	Total Fee
Mobile/Sidewalk Vendor Permits					
Mobile Vendor Permit Initial	\$ 625.83				\$ 625.83
Mobile Vendor Permit Renewal	\$ 97.62				\$ 97.62
Sidewalk Vendor Permit Initial	\$ 450.00				\$ 450.00
Sidewalk Vendor Permit Renewal	\$ 450.00				\$ 450.00
Cottage Food Operator Permit					
Cottage Food Operator Permit (one time)	\$ 455.43				\$ 455.43
Planning Permits					
Administrative Permit - other	\$ 720.98			Deposit / Cost Recovery Contract	\$ 720.98
Special Events Permit - minor event	\$ 109.33				\$ 109.33
Special Events Permit - major event	\$ 311.14				\$ 311.14
Special Events Permit - minor event:	\$ 109.33		\$ 229.60		\$ 338.93
Street Closures (3 blocks or less)					
Special Events Permit - major event:	\$ 311.14		\$ 444.22		\$ 755.36
Religious Processions (1.25 miles one way max)					
Special Events Permit - major event:	\$ 311.14		\$ 229.60		\$ 540.74
Street Closures (3 blocks or less)					
Special Events Permit - major event:	\$ 311.14		\$ 1,517.64		\$ 1,828.78
Parades (standard May Day Parade route)					
Residential Neighborhood Block Party Permit	\$ 203.90				\$ 203.90
Farmers' Market Permit	\$ 230.42				\$ 230.42
Temporary Use Permit - minor use	\$ 230.42				\$ 230.42
Temporary Use Permit - major use	\$ 311.14				\$ 311.14
Miscellaneous					
Digital Sign at W. I St./Pacheco Blvd.	\$ 119.52			Per month	\$ 119.52
Sixth Street Banner - installation & removal	\$ 446.40			Per banner per occurrence	\$ 446.40
Donation Collection Bin Initial	\$ 432.81			Non-refundable	\$ 432.81
Donation Collection Bin Renewal	\$ 163.24			Non-refundable	\$ 163.24
Signage					
Master Sign Plan	\$ 1,681.41				\$ 1,681.41
Sign Review	\$ 82.00				\$ 82.00
Temporary Sign Review	\$ 82.00			Per occurrence	\$ 82.00
Planning Project Entitlements					
Annexation	\$ 23,731.72			Deposit / Cost Recovery Contract	\$ 23,731.72
General Plan Amendment	\$ 8,034.82			Deposit / Cost Recovery Contract	\$ 8,034.82
Zone Change/Pre-Zone	\$ 7,489.10			Deposit / Cost Recovery Contract	\$ 7,489.10
Conditional Use Permit	\$ 1,940.24			Deposit / Cost Recovery Contract	\$ 1,940.24
Site Plan Review	\$ 3,133.79			Deposit / Cost Recovery Contract	\$ 3,133.79
Variance	\$ 1,594.30			Deposit / Cost Recovery Contract	\$ 1,594.30
Tentative Subdivision Map - up to 100 lots	\$ 9,259.06			Deposit / Cost Recovery Contract	\$ 9,259.06
Tentative Subdivision Map - 101+ lots	\$ 12,101.86			Deposit / Cost Recovery Contract	\$ 12,101.86
Revised Tentative Map	\$ 4,575.05			Deposit / Cost Recovery Contract	\$ 4,575.05
Planned Development	\$ 4,554.77			Deposit / Cost Recovery Contract	\$ 4,554.77
Development Agreement	\$ 3,500.00			Deposit / Cost Recovery Contract	\$ 3,500.00
Final Development Plan	\$ 2,000.00			Deposit / Cost Recovery Contract	\$ 2,000.00
Environmental Review/Categorical Exemption	\$ 197.75			Deposit / Cost Recovery Contract	\$ 197.75
Negative Declaration/Initial Study	See Notes			Actual Cost + 20% / Deposit / Cost Recovery Contract Required	\$ -
Environmental Impact Report	See Notes			Actual Cost	\$ -
Minor Subdivision/Parcel Map	\$ 1,024.15			Deposit / Cost Recovery Contract	\$ 1,024.15
Lot Line Adjustment/Parcel Merger	\$ 415.16				\$ 415.16
Reimbursement Agreement	\$ 3,500.00			Deposit / Cost Recovery Contract	\$ 3,500.00
Appeal	\$ 2,587.84				\$ 2,587.84
Time Extension	\$ 2,404.91				\$ 2,404.91

Notes:
State established \$1.00 fee for Business Licenses as mandated by Senate Bill 1186 effective January 1, 2013. State Fee increased to \$4.00 as mandated by Assembly Bill 1379 effective January 1, 2018 thru December 31, 2023.

Fees adopted by City Council Resolution No. 6131 on 9/18/19; fees effective 12/1/19

Commercial Business License renewal basic fee subsidized/reduced by City Council Resolution No. 6158; adopted 11/20/19; fee effective 12/1/19