



TEMPORARY USE PERMIT APPLICATION

City of Lathrop Community Development Department
390 Towne Centre Dr., Lathrop, CA 95330, (209) 941-7290

Application Number:	Project Planner:
Application Date:	Receipt Number:

Applicant Information

Applicant's Name			
Business Name (DBA)			
Address/City/State/Zip			
Email			
Contact Person			
Email	Phone	Fax	

Owner Information

Owner's Name			
Address/City/State/Zip			
Email	Phone	Fax	

Event Information

Event Name	
Site Address	
Assessor's Parcel Numbers (APNs)	

Event Description

Please describe the project (use additional sheets if necessary)

Applicant's Signature _____ Date _____
Property Owner/Authorized Agent Signature _____ Date _____
Property Owner/Authorized Agent Name _____ Phone Number _____

STAFF USE ONLY: Approved: _____ Denied: _____
Planner Signature: _____ Date _____
Fee: \$382.00 * (Add \$10.00 for document storage fee)

CONSOLIDATED CONDITIONS OF APPROVAL
For Special Temporary Use Permit

PLANNING

1. This permit is temporary and shall be effective for _____ days from _____ to _____. Event Hours of operation are from _____ am/pm to _____ am/pm.
2. The events and activities shall take place as described in the application event description, unless otherwise amended by these conditions. Any changes in proposed events and/or activities shall require prior review and approval from the City of Lathrop.
3. Event staff shall monitor all event activities and attendees and ensure that the event and/or individuals do not create disturbances and/or negatively impact surrounding commercial or residential properties and/uses.
4. Event personnel shall be available to direct vehicle parking and to keep vehicles from parking in travel lanes and ingress/egress driveways. No part of the event set-up and related activities shall occupy designated ADA parking stalls/zones.
5. Emergency vehicle access shall be maintained at all times to the satisfaction of Lathrop Police Department (LPD) and Lathrop Manteca Fire District (LMFD).
6. Appropriate directional signs, barricades, or fences shall be provided as necessary.
7. All event activities shall take place on-site and as described in the submitted Project Description and Site Plan.
8. All food vendors must have a valid operating permit from the San Joaquin County Environmental Health Department, prior to the event.
9. All for profit vendors, contractors and operators, if any, shall obtain an event Business License with the City of Lathrop Finance Department. Contact the Finance Department at 941-7320 for necessary forms and applicable fees associated with a business license.
10. Upon City determination of a City code violation, nuisance or failure to comply with these Conditions of Approval, this Temporary Use Permit may be revoked or suspended and notification sent to the applicant by the City of Lathrop.

BUILDING

1. All construction shall comply with the most recent adopted City and State building codes.
2. Dimensioned building setbacks and property lines, street centerlines and between buildings or other structures shall be designed on plot plan.
3. Temporary structures that cover an area greater than 120 square feet and used for the gathering of 10 or more persons require permits. The construction documents shall include a site plan indicating the location of the temporary structure and information delineating the means of egress and the occupant load. The temporary structure shall be located in accordance with the requirements of California Building

Code Table 602 based on the fire-resistance rating of the exterior walls proposed type of construction (10 feet minimum from property line based on Type VB).

4. Temporary structures or facility shall meet the requirements of Chapter 11B of the California Building Code. Site plan shall include a site accessibility plan identifying exterior routes of travel and detailing running slope, cross slope, width, pedestrian ramp, curb ramps, handrails, signage and truncated domes. Path of travel shall be provided from the public right of way and accessible parking to building or facility. The design professional shall ensure that the site accessibility plan is compliance with the latest Federal and State regulations.
5. Public and private site improvements shall be designed in accordance with the Americans with Disabilities Act and Chapter 11 of the California Building Code. Site plan shall include a site accessibility plan identifying exterior routes of travel and detailing running slope, cross slope, width, pedestrian ramp, curb ramps, handrails, signage and truncated domes. Path of travel shall be provided from the public right of way and accessible parking to building. The design professional shall ensure that the site accessibility plan is compliance with the latest Federal and State regulations.

PUBLIC WORKS

1. The event shall not block, close, or obstruct public roadways.
2. All parking for the event shall be provided for on-site and shall not conflict with ingress/egress from _____, unless on-street parking is permitted.
3. The event shall provide trash receptacles to collect all trash. At the conclusion of the event all trash shall be collected and removed from the site for disposal with a solid waste hauler.
4. The event shall provide sanitary waste management including but not limited to chemical toilets and hand washing stations, if not available.
5. If provided, chemical toilets shall be removed from the event site by the chemical toilet provider within 24 hours of the conclusion of the event.

LATHROP-MANTECA FIRE DISTRICT (LMFD)

1. Events must conform to the current edition of the California Fire Code and all related standards.
2. (Application for Special Events Permit must be submitted for each event), to the LMFD Administration Office (located at 19001 Somerston Parkway, Lathrop, CA 95330), minimum of 2 weeks prior to the event.
3. A Special Events Inspection by LMFD shall be required on the day of the event.
4. Provide a Scaled site plan with the following:
 - a. Location of all booth(s), tent structures, any cooking areas.
 - b. Indicate any tent structure over 200 square feet.
 - c. Any electrical power cords must be indicated on the site plans.
 - d. Location and amounts of any flammable liquids or LP containers.

5. Tent(s) /canopies shall be State Fire Marshal approved/certified.
6. Tent(s) /canopies shall not be located within 10 feet of:
 - a. Heating equipment
 - b. Cooking equipment
 - c. LP-gas cylinders not used for comfort heating equipment
7. Tent(s) /canopies shall not be located within 20 feet of:
 - a. Vegetation
 - b. Combustible waste materials
 - c. Hay, straw, and similar combustible materials
8. Fire apparatus access roads shall be within 150 feet of all stations/booths/activities.
9. Fire access roads shall have a minimum 20 foot width and 13-foot 6-inch clearance.
10. Provide banners, cones, k-rails, or security to protect generator tanks, heaters, LP-gas cylinders, outside cooking areas, etc. from vehicle impact and public access.
11. Provide "NO SMOKING" signs for tent(s) /canopies.
12. There shall be no EXTENSION CORDS crossing aisles.
13. Provide (1) fire extinguisher for every tent minimum of 2A:10BC rating. All fire extinguishers shall have a current California STATE FIRE MARSHAL tag denoting service within the last year.
14. All fire extinguishers shall be accessible and not blocked.
15. Cooking Areas: fire extinguishers with a Class K rating shall be provided for cooking areas where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats), including deep fryers. Additional fire extinguishers, required for the control of other classes of fires, shall also be required for commercial cooking areas.
16. All outside food trucks and mobile food facilities shall be inspected and approved prior to events. Food trucks and mobile food facilities that have cooking equipment are required to have approved mechanical exhaust equipment to effectively remove cooking odors, smoke, steam, grease heat, and vapors. They shall be equipped with a serviced & properly tagged UL 300 compliant extinguishing system. Food trucks and mobile food facilities with deep fat fryers exceeding 6 square feet require a Class K extinguisher with a current California STATE FIRE MARSHAL tag denoting service within the last year. (Health and Safety Code §114119.1, 2013 CMC §513.2.2, 2013 CFC §904.12)
17. The applicant should consider providing a first aid center for the event.
18. Other conditions may apply at the time of inspection, and are subject to correction. In order for the fire inspector to permit the event to occur, each item shown or stated clearly on the approved plans shall be consistent with the condition observed by the fire inspector or the permit will not be approved and the event cancelled for non-compliance.

LATHROP POLICE DEPARTMENT (LPD)

1. The event shall not include amplified sound equipment unless an Amplified Sound Equipment permit has been obtained prior to the event.
2. The applicant shall respond to and take appropriate action to resolve noise or other disturbance complaints to the satisfaction of the City.
3. All staff associated with the event shall wear clothing clearly identifying them as event staff.
4. The event shall have a valid operating permit from the Alcoholic Beverage Control (ABC) to serve, sell, or consume alcoholic beverages.
5. The applicant agrees there will be NO Alcohol sales or possession by participants or event goers in designated parking areas or public areas not approved by ABC as well as NO tailgating on premises, parking areas, or City streets.
6. The applicant shall provide security designated personnel at a ratio of 1 per 100 attendees.
7. The applicant shall provide the Lathrop Police Department (seven (7) days prior to commencement of the event), names and contact numbers for the person(s) designated as the:
 - a) The overall person in charge.
 - b) The safety person in charge.
 - c) Person in charge of security & uniform security officer.
 - d) Person in charge of medical (First Aid Station) if provided

ADMINISTRATIVE SERVICES

Risk Management:

1. The Event shall provide or be covered by a minimum Liability Insurance coverage of \$1 million, with the City of Lathrop named as an additionally insured by endorsement, prior to the event. Said liability insurance shall also cover all activities, patrons, participants and vendors at the event.
2. By exercising this Permit, the applicant hereby agrees to indemnify, hold harmless and defend the City, its officers, agents, elected and appointed officials, and employees, from any and all liability or claims that may be brought against the City arising out of its approval of this Temporary Use Permit.

ADDITIONAL CONDITIONS (if necessary)

1. _____

2. _____

I, the undersigned, do hereby acknowledge that I have read, understand and agree to comply with the terms and conditions listed above.

Signature and Printed Name

DATE: _____