



CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street
San Juan Bautista, Ca 95045

PLANNING DEPARTMENT

Phone: (831) 623-4661
Fax: (831) 623-4093

APPLICATION REQUIREMENTS FOR A TEMPORARY/SPECIAL USE PERMIT

A Temporary Use or Special Use Permit allows for discretionary approval of a use which is temporary in nature or relates to a special event, such as a parade or other use listed in the Municipal Code. Special requirements or limitations may be part of the approval, depending on the nature of the case and its impacts.

APPLICATION REQUIREMENTS:

- Required processing deposit of \$1,000.00 (\$250 for Use Permit Amendments. Additional fees for permit processing may be charged to the applicant).
- Planning Application Cover Page
- 8 copies of the site plan drawn to scale (1/8"=1' minimum), which includes the following information:
 - Applicant's name, address, and telephone number
 - Assessor's Parcel Number(s) for the site
 - North arrow and scale
 - Vicinity map showing an overview of the project location in San Juan Bautista
 - Property lines and dimensions
 - Location and dimensions of parking areas
 - Proposed location of temporary use
 - Location of trash enclosures, bathrooms, and other facilities and services required
 - The dates and time of the events
 - Location of existing structures
- Other materials that the City Planner determines as necessary to review the project, such as noise and traffic studies. Please contact the Planning Department to determine if additional materials will be required.
- Project Description form
- Photographs of the project site and the surrounding properties
- Applicant Agreement to Pay Processing Fees for Land Use Application form

Note: All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.