

PROJECT NO. \_\_\_\_\_

Date: \_\_\_\_\_



Maywood Building and Planning Department  
4319 E. Slauson Avenue  
Maywood, CA 90270  
(323) 562-5723  
Fax (323) 773-2806

### APPLICATION FOR A TEMPORARY USE PERMIT

With the approval of the Planning Director and/or City Council, this application will allow for temporary outdoor events, temporary tents, pumpkin patches, Christmas tree sales, employee events and dedication ceremonies **(on private property/public property) circle one**. Please make check payable to the City of Maywood in the amount of **\$194.00**.

#### Location:

\_\_\_\_\_  
BUSINESS NAME

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
ADDRESS

#### Property owner:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
Owner's Signature

#### Lessee:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
Lessee's Signature

#### Applicant (if different from property owner)

\_\_\_\_\_  
NAME

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
Applicant's Signature

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**Type of Function:**

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**Describe any temporary lighting, cooking, electrical, gas, amplified sound, etc.:**

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Hours:

SET-UP	EVENT	CLEAN UP
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Dates/Days:

SET-UP	EVENT	CLEAN UP
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**Description of Event: (attach additional sheets if necessary)** Include number of people anticipated in attendance and indicate if event is open to the public or a private function.

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**Attach a Scaled and Dimensioned Site Plan:** (Must include layout of proposed tents, tables, fencing and other temporary structures, including lighting, cooking, food booths, parking, and shuttle drop-off areas. Show existing buildings, parking, streets, curb cuts, property lines and north arrow).

**FOR DEPARTMENTAL USE ONLY** (Obtain appropriate Departmental approvals)

<input type="checkbox"/> Approved	_____		
	Building & Planning	Date	Comments
<input type="checkbox"/> Approved	_____		
	Fire Department	Date	Comments
<input type="checkbox"/> Approved	_____		
	Recreation & Parks	Date	Comments
<input type="checkbox"/> Approved	_____		
	Police	Date	Comments
<input type="checkbox"/> Approved	_____		
	Public Works	Date	Comments
<input type="checkbox"/> Approved	_____		
	City Attorney	Date	Comments
<input type="checkbox"/> Approved	_____		
	Finance	Date	Comments