


City of Lompoc Community Development Department – Planning Division	
<b>Temporary Use Permit (TUP) Application Checklist</b>	

**A completed application includes the following:**

All City forms available at Planning Division or <https://www.cityoflomdoc.com/government/departments/economic-community-development/planning-division/planning-applications-forms-and-submittal-checklists>

- Completed “General Application” form
- Property Owner permission
- Fees paid according to Master Fee Schedule (Planning ♦ Fire)
- Site address \_\_\_\_\_ Lompoc, CA  
(Street Number) (Direction) (Street)
- Description of proposed use: \_\_\_\_\_  
 \_\_\_\_\_
- Site Plan showing location of proposed use on property, including location of any of the following:

Tent	Generator	Parking	Fencing
Food or other Booths	Inflatable Equipment	Animal Enclosure	PA System
Music	Trailer	Other:	

- Dates of proposed use: \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_  
(Month) (Day) (Month) (Day)
- Hours of proposed use: \_\_\_\_\_(A.M.) (P.M) to \_\_\_\_\_(A.M.) (P.M)
- Contact information of person available at all times during the Temporary Use.

Contact person (#1)	Telephone number	Fax	E-mail address
Contact person (#2)	Telephone number	Fax	E-mail address

Does your application include a request for a Reasonable Accommodation in accordance with Lompoc Municipal Code Chapter 17.536 ?  Yes  No

Additional Comments: \_\_\_\_\_

- Notes:**
- 1) Temporary Use Permits generally require circulation to various City departments for review and approval. This process can take up to five (5) working days depending upon availability of staff.
  - 2) Any TUP proposing to utilize a tent must contact the City of Lompoc Fire Department for a Tent Permit.
  - 3) Use limited to 72 consecutive hours per month, unless specifically identified in Section 17.554 and 17.404.210
  - 4) Applicant must appear before staff and sign agreeing to conditions before issuance of permit (**Example of Standard Conditions on reverse**)

## Example of Standard Temporary Use Conditions

- A. General Requirements for All Temporary Uses.** The Review Authority may impose requirements for any of the following:
1. Compliance with all applicable Federal, State, or County, and local regulations and ordinances;
  2. Compliance with any other permit requirements (i.e., Building and/or Electric Division);
  3. Applicant availability during temporary use activity;
  4. Agreement that the temporary use will cease on the date printed on the permit, and all related equipment, supplies, product and personnel removed from the site; and
  5. Any other condition which will ensure the operation of the proposed temporary use or event in an orderly and efficient manner and in full compliance with the purpose of this Section, including:
    - a. Cumulative time limits;
    - b. Parking;
    - c. Operating hours;
    - d. Screening;
    - e. Storm water infiltration and pollution prevention;
    - f. Waste collection and disposal;
    - g. Pedestrian and vehicular access/circulation; and
    - h. Signs, in compliance with Section 17.316.070 (Temporary Signs).

Please be advised that additional Conditions may be placed on a Temporary Use Permit.