



TEMPORARY USE PERMIT INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains the regulations and permit requirements for short-term commercial uses, events and activities that may not meet the normal development or use standards of the Truckee Development Code but may otherwise be acceptable because of their temporary nature. Truckee Development Code Chapters 18.62 and 18.80 establish the regulations and permit requirements for temporary commercial uses. The purpose of these regulations and permit requirements is to ensure that only suitable temporary uses that require only the minimum necessary conditions or limitations (consistent with the temporary nature of the use) are allowed and to ensure that basic health, safety and community welfare standards are met. The Temporary Use Permit regulates land use only and does not exempt the business operator from any other required Town, County, State or Federal permit or license.

Temporary uses include such activities as a seasonal Christmas tree lot in a shopping center, a business having an outdoor parking lot sales event, and an artist selling wood sculptures next to a retail business.

TEMPORARY USE PERMIT EXEMPTIONS

Due to their characteristics or location of business, some temporary uses are exempt from having to obtain a temporary use permit. Temporary uses exempt from the permit requirement include:

- Community events (these events are identified by the Town Council and include events such as the Cannibal Cruise and Railroad Days)
- Residential garage sales
- Parades and street events authorized by the Public Works Director and Police Chief
- Mobile vehicle vending and food preparation units not located in any single area for more than two hours
- Temporary uses and events held at public agency lands or structures and authorized by the public agency and Police Chief

TEMPORARY USE PERMIT

The Temporary Use Permit is issued by the Community Development Department, Planning Division, based on the requirements defined in Truckee Development Code Chapters 18.62 and 18.80. Generally, a temporary use must comply with the following requirements:

- A. A parcel, commercial center or industrial business park cannot have temporary uses more than 90 days in any calendar year;
- B. Adequate parking must be provided in areas not located with the public right-of-way and cannot interfere with more than 10 percent of the on-site parking, disabled accessible parking, or with vehicular or pedestrian circulation;
- C. The use must receive approvals from the Chief Building Official (new structures and electrical service connections), Nevada County Department of Environmental Health (handling of food), Truckee Fire Protection District Fire Chief, and Town Engineer (traffic

- safety impacts and hazards);
- D. Provisions must be made for collection, recycling, and disposal of solid, hazardous and toxic wastes. A Special Event Recycling Trailer is available at Town Hall for no charge. Trailer houses all necessary equipment for convenient trash and recycling collection on site. To schedule trailer use please call the Recycling Coordinator at Town Hall at (530) 582-7700;
 - E. The site must be restored to its original condition within five days after the temporary use has ended.

The Community Development Director may require temporary surfacing of non-paved areas, screening of outdoor sales areas, setbacks from adjoining land uses and streets, and performance bonds or other surety measures to ensure site restoration, may limit the hours of operation, and may apply conditions to regulate nuisance factors such as light and glare, dirt and dust, noise, and odors. Please refer to Truckee Development Code Chapters 18.62 and 18.80 for a list of all temporary use regulations and requirements.

The temporary use permit application must be *submitted at least **14 days** prior the event* to provide the Community Development Department sufficient time to review the application for compliance with the Truckee Development Code and to obtain all necessary approvals from Town officials and local agencies.

TEMPORARY USE PERMIT FEE DEPOSIT

The fee for processing a Temporary Use Permit application will be based on the actual costs of Town staff time spent on processing the application and any direct costs (Nevada County Environmental Health Department review fee, etc.). A \$1,000.00 fee deposit must be submitted with the application to cover these anticipated costs. If the actual application costs are less than the fee deposit, the applicant will receive a refund of the unused fees at the end of the application process. If the actual application costs exceed the initial fee deposit, the applicant will be invoiced for additional deposit to cover the costs of processing the application. The deposit amount may be reduced by the Community Development Director on a case-by-case basis due to specific circumstances.

TEMPORARY USE PERMIT SUBMITTAL REQUIREMENTS

The items listed in the “Temporary Use Permit Submittal Checklist” must be submitted as part of the application package in order for the application to be considered complete for processing. The checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

The application package may be submitted electronically via email (if less than 15 MB) or Dropbox to PlanningDivision@townoftruckee.com. The application fee may be paid over the phone with a credit card or by mailing a check to the Planning Division; in-person payments with cash, check or credit card are also accepted at Town Hall. Checks must be made payable to the Town of Truckee. After a planner is assigned to your project, you will be contacted and asked to provide hard copies of the submittal documents as required.

Temporary Use Permit Submittal Checklist

Business Name: _____ Project Site APN: _____

Contact Name: _____ Phone Number: _____

Application Number (to be filled out by Town staff) _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

A S

- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a rental lease or letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Fee deposit. Checks must be made payable to the Town of Truckee; cash and credit cards are also accepted.
- 3. Cover letter describing the activities of the temporary use addressing each of the following:
 - a. Name of event or temporary use
 - b. A description of the products that will be sold and/or services provided
 - c. Dates of operation
 - d. Hours of operation
 - e. A statement whether the temporary use will involve the handling of food
 - f. A description of how all solid, hazardous, and toxic wastes will be collected, recycled and removed from the site
 - g. A description of any restroom facilities proposed for the temporary use
- 4. Site Plan Requirements – The site plan must be of sufficient scale to show all information clearly and must be readable and understandable. If the plan is not legible, the application will not be accepted. **One electronic (PDF) copy of the plans must be submitted.** The planner assigned to the project will contact you to request hard copies of the electronic documents as required. The site plan must include the following information:
 - a. Assessor’s Parcel Number and Street Address
 - b. North arrow and scale
 - c. Distance and bearings of property lines
 - d. Location and dimensions of adjacent streets and driveways to project site
 - e. Location, dimension and type/use of existing buildings on the property
 - f. Location, dimension and type/use of proposed structures and/or use areas
 - g. Location and dimension of existing and proposed parking spaces
 - h. Location, width and surfacing of driveways
 - i. Location of proposed signs referenced to sign plan
 - j. Location of placement of trash and recycling receptacles
- 5. Sign Plan Requirements – An elevation or drawing showing all signs proposed for the temporary use must be provided. The elevation or drawing must indicate all dimensions, materials, colors and other information. The sign plan must be of sufficient scale to show all information clearly and must be readable and understandable. If the plan is not legible, the application will not be accepted.