



CITY OF PALM DESERT
DEPARTMENT OF DEVELOPMENT SERVICES
73510 Fred Waring Drive, Palm Desert, California 92260
Phone (760) 776-6483 • planning@palmdesert.gov

TEMPORARY USE PERMIT SUBMITTAL HANDOUT

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Temporary Use Permit Application. Cooperation with these instructions will ensure that the application can be processed in the most expeditious manner possible.

SECTION I – APPLICATION SUBMITTAL REQUIREMENTS

Submitted	Complete	Each item listed below is required for submittal unless a waiver is granted by City Planning Staff. Any waiver must be confirmed by initialing the form by the staff person granting the waiver. Refer to Section B for the minimum required information on each item.	Number of physical copies	Electronic Submittal
		Planning Application Form	0	1
		Statement of Operations	0	1
		Vicinity Map	0	1
		Site Plan	0	1
		Application Fees Paid*		

*Payable to City of Palm Desert once minimum submittal requirements are met.

Submittal waivers may be obtained through staff consultation. No applications will be accepted by mail.

Submitted	Complete	SUPPLEMENTAL REQUIREMENTS (Unless determined as part of a pre-application review meeting with Planning Division staff, the requirement of the following will be determined after review of the submitted Application)	Number of physical copies	Electronic Submittal
		Building and Safety Permit(s)	0	1
		Fire Department Permit(s)	0	1
		Event Insurance	0	1
		Special Event Temporary Entertainment Permit	0	1
		Environmental Health Department Permit	0	1
		Alcoholic Beverage Control Permit	0	1
		Traffic Control Plan	0	1
		Encroachment Permit	0	1
		Business/Resident Notification	0	1
		Vendor List and Licensing	0	1

SECTION II – SUBMITTAL ITEMS CHECKLIST

1. APPLICATION FEES

Application fees are to be paid at the time of application. As part of the submittal process, the receipt showing payment of fees will be copied and submitted along with the other application materials.

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REQUIRED AT TIME OF APPLICATION SUBMITTAL

2. APPLICATION

The Planning Application form must be completed including the project description, requested information, and ownership signatures.

Timing

Any event that is proposed to have any of the following shall submit a TUP application no earlier than thirty (30) days prior to the event:

- More than 100 people
- Outdoor live music
- Stage or other structure requiring a building permit
- Tents greater than 400 square feet
- Fireworks and/or pyrotechnics

Any event proposing any of the following shall submit a TUP application no later than forty five (45) days prior to the event:

- Traffic control plan
- Riverside County Sheriff's Office review
- More than three (3) stage(s) and/or structures requiring building permits

If a TUP is submitted that doesn't meet the time frame listed above, it is up to the discretion of the Development Services Director on acceptance of the TUP application.

Conditions of Approval

Any event that proposes an item listed under the Timing section will include the following conditions of approval:

- A cash bond or other guarantee as determined by the Director of Development Services for removal of the temporary use and cleanup and restoration of the activity site within seven (7) days
- Notification to property owners and/or Homeowners Associations (HOAs) within 300 feet of the site, to the satisfaction of the City's Planning division
- A description of the method of management of the project and indication of a contact person or party responsible for the day-to-day operation of the event

3. PROJECT EXHIBITS/PLAN SET

A complete Plan Set shall be submitted to the Planning Division. All digital submittals shall be submitted through the City's planning permit portal in pdf format. Information on where and how to submit can be found here: [Planning Permit Portal](#)

Physical submittals shall be submitted upon request. Full size plans, when required, shall be neatly folded so that the size does not exceed 9" by 12" and shall have the title block facing outwards. Plans which do not adhere to these requirements shall be rejected.

Required Order of Plan Set Contents:

1. Statement of Operations
2. Vicinity Map
3. Site Plan

A) Statement of Operations (typed document, if handwritten, must be legible)

The primary purpose of the statement of operations is to offer detailed insight into how the event will be executed and its potential impact on the surrounding community. The statement of operations should provide City staff with the logistical plans, event duration, and strategies to address community concerns such as traffic management, noise control, etc.

An example Statement of Operations form is attached to this application. The details provided in this statement may prompt staff to request further information and/or initiate permitting processes with other departments or agencies if necessary. The operations statements must identify if any of the following are proposed as part of the event:

- Pyrotechnics and special effects, including any fireworks
- Generators

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- Tents, bleachers, stages, or any other structures
- Use of City-owned street and/or public right of way
- Amplified music
- Food trucks
- Any vendors selling merchandise, food, or any other goods or services

B) Vicinity Map

The vicinity map should be an aerial image of the event site, including visible surrounding buildings and businesses, to provide contextual information. Images can come from sources such as Google Maps.

- ☐ North Arrow
- ☐ Visibly outline event boundaries
- ☐ Label surrounding streets

C) Site Plan

The site plan should be a clear image of the event location obtained from Google or a professionally prepared site plan by a designer/architect. Hand-drawn site plans will not be accepted.

- ☐ Name, address, phone number, and email address of applicant or owner
- ☐ North Arrow
- ☐ Label visible streets
- ☐ Label existing business(es) on site
- ☐ Identify location of pedestrian walkways
- ☐ Identify location of vehicular access points, driveways, emergency exits, and ADA paths (handicap access)
- ☐ Label fire lanes and fire hydrants
- ☐ Label means of entry and exit
 - *Identify on-site circulation routes, access routes, removable fencing, and exit locations*
- ☐ Identify location of road closures
 - *May require Traffic Control Plan*
- ☐ Identify location and type(s) of electrical supply
- ☐ Identify location and type(s) of lighting system
- ☐ Identify location and type(s) of fencing, barriers, or barricades
- ☐ Identify location and type(s) of tents, structural membranes
- ☐ Identify location and stages(s) of stages, bleachers, etc.
- ☐ Identify location and type(s) of tables, seating, and other furniture
- ☐ Identify location and types(s) of generators
- ☐ Identify location and type(s) of signage
 - *Must be in compliance with PDMC 25.56. Consult with Planning Division.*
- ☐ Location of where alcohol will be served (if applicable);
 - *Location of bar area(s). A close-up of the bar area configuration(s) with all exit locations, serving fixtures, furniture and tenting is required.*
- ☐ Identify location and type(s) of restrooms
 - *Must be screened from public right of way. Consult with City planner.*
- ☐ Identify location and (types) of trash cans/trash enclosures
 - *Must be screened from public right of way if using dumpster(s).*

D) SUPPLEMENTAL REQUIREMENTS

Building and Safety Permit(s)

A permit from the City of Palm Desert Building & Safety Department and Riverside County Fire Marshall must be obtained if the following structures are proposed at the event:

- Tents or membrane structures greater than 400 square feet
- Temporary structure greater than 120 square feet intended to be used to gather 10 or more persons
- Temporary generator(s)

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- Structures such as stages, bleachers, and platforms

The permits will be processed concurrently with the Temporary Use Permit and/or Fire Special Event Permit. For more information, please contact the Permit Center at 760.776.6435 or visit <https://www.palmdesert.gov/our-city/departments/planning/palm-desert-permit-center>.

Fire Department Permit(s)

The applicant is required to apply for a Fire Special Event Permit and/or Pyrotechnics & Special Effects Application with the Riverside County Fire Department. At a minimum, the Planning staff will forward the project to the Fire Department and the Fire Department will contact the applicant using the information provided on the application. However, the Applicant is responsible for obtaining the appropriate permits from the Fire Department.

For more information, please reach contact the Riverside Fire Department at 760.863.8886 or visit https://rivcoplus.org/EnerGov_Prod/SelfService#/applicationAssistant

Event Insurance

If the proposed event is to be held on City-owned property, the Applicant must provide a comprehensive insurance package as determined by the City of Palm Desert. At a minimum, the following items will be necessary and will undergo review by the City's Risk Manager:

- **Certificate of Liability Insurance**
 - At least \$2 million per occurrence, \$4 million general aggregate and \$4 million products-completed operations aggregate
- **Additional Insured**
 - Confirm the endorsement shows the Agency and all other persons required to be shown as insured OR the endorsement says "any person or organization as required by written contract."
- **Primary, Noncontributory**
 - Same as the additional insured endorsement
- **Waiver of Subrogation**
 - Same as the additional insured endorsement
- **Workers Compensation or Waiver of Workers Compensation**

Special Event Temporary Entertainment Permit:

[5.100.020 Special event temporary entertainment permit required. \(qcode.us\)](https://www.qcode.us/5.100.020)

Environmental Health Department Permit

If food will be prepared or served on-site, food vendors are required to adhere to all Riverside County health laws, ordinances, and regulations concerning public health and sanitation. The Applicant is responsible for obtaining the appropriate permits from the Department of Environmental Health.

For more information, please contact the Riverside County Department of Environmental Health (DEH) at 760.863.8287 or visit <http://www.rivcoeh.org/Programs/TFF>.

Alcoholic Beverage Control Permit

If alcohol is served on-site, the Applicant and/or vendors must receive authorization from the State of California Department of Alcoholic Beverage Control (ABC). The Applicant is for obtaining the appropriate permits from the ABC. Where applicable, the Applicant must provide proof of consultation and clearance to the Planning Division.

For more information, please contact the local Department of Alcoholic Beverage Control office at 760.324.2027 or visit www.abc.ca.gov.

Traffic Control Plan

If the event takes place in a City right-of-way, such as a public sidewalk, or requires any road closures, a traffic control plan may be necessary. The City's Public Works Department will assess the need for a traffic control plan after receiving a complete application through the Planning Division.

Public Notification:

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Firework displays, pyrotechnics, and special effects will require written notification to the surrounding residents and neighborhoods. Proof of mailing and/or copy of the digital notification letter shall be submitted to the Planning Department before permit issuance.

If your event has the potential to negatively affect businesses, individuals, or the community in any way, such as through street closures, loud music, or a large gathering, it is the Applicant's responsibility to notify those who may be impacted. After submitting a complete Temporary Use Permit application, the City will guide you on which businesses, residents, or communities you need to inform before your event takes place.

Applicants are required to make all notifications a minimum of two weeks prior to the event, in both of two ways listed below:

1. Via mail notification to all adjacent neighborhoods
2. Via email notification to all surrounding Homeowners Associations (HOA). Notifications must contain information concerning the event and how to contact the Applicant before and after it occurs.

Vendor List & Licensing:

All entities conducting business within the City of Palm Desert must hold a valid business license issued by the City, including vendors involved in the proposed event operations. Vendors without an existing business license can apply for a one-day business license through the Code Compliance Division, which can cover the duration of the Temporary Use Permit.

For specific types of events, such as farmers markets, artist fairs, etc., event organizers may be required to furnish a list of vendors along with their contact details as part of the City approval process. In such cases, the event organizer is responsible for registering all vendors under a single application and ensuring that the requisite fees are paid.

Vendor Name	Use	License Number	Phone Number	Contact Email

SECTION III – PROCEDURES

1. Schedule a time to discuss the event location and logistics with Planning Division staff and other City departments for project requirements, including necessary application submittals.
2. Submit a complete application, with all sets of required plans and appropriate fee to the Department of Development Services for staff review. Staff will review the application and determine if it is complete within 1-2 days from the date the application is submitted. Staff will not process the application if it is deemed incomplete. After the application is deemed complete, staff will circulate the project to other City departments and local agencies for comments and conditions.
3. Staff will return comments and conditions within two weeks, upon which the applicant may need to submit additional documents. These documents will be forwarded to the necessary reviewers as soon as possible to see if it satisfies their requests. Once the review is deemed complete, Staff will generate a permit approval letter within 1-2 days.

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SECTION IV – TEMPORARY USE PERMIT EVENT TYPES

MINOR TEMPORARY USE PERMIT	MAJOR TEMPORARY USE PERMIT
<ul style="list-style-type: none">• Indoor event• Outdoor event with tents less than 400 square-feet, no generators, or external electrical supply required• Small-scale entertainment or amplified sound• Pre-prepared food and packaged snacks, and/or 1-2 food trucks• Foldable and/or light-weight outdoor furniture• Events with fewer than 100 project attendees	<ul style="list-style-type: none">• Pyrotechnics and/or special effects display• Fireworks Permit• Valet service required• Live entertainment with amplified sound that requires a stage and seating/bleachers• Road closures or substantial parking lot space occupied• Large-scale food• City-owned property• Events with 3+ vendors

SECTION V – FREE RESOURCES

- <https://www.google.com/maps> - aerial imagery for site plan
- <https://www.nearmap.com/us/en> - high-definition aerial imagery for site plan, can be requested from Planning Division
- <https://www.canva.com/> - tool for marking up site plan
- <https://paint.sumo.app/> - tool for marking up site plan

Draft Statement of Operations

1. Detailed Event Description

2. Location

- a. Address: _____
- b. Will the event be on:
 - ☐ Public or
 - ☐ Private property
- c. Check if the following location(s) are proposed:
 - ☐ City streets
 - ☐ Public Sidewalks
 - ☐ Blocked off streets
 - ☐ If checked, will require a Traffic Control Plan
 - ☐ Public Park: _____
 - ☐ If checked, requires rental
 - ☐ Private Parking Lot
 - ☐ If Yes, provide total number of parking spaces blocked: ____

3. Days and Hours of Operation

- a. What are the dates and times for:
 - ☐ Event set up: _____
 - ☐ Event start: _____
 - ☐ Event end: _____
 - ☐ Clean up: _____

4. Estimated Attendance

- a. Estimated/Maximum attendance per day: _____
 - ☐ Will this event be open to the public?
 - ☐ Provide operations plan on controlling number of attendees per day:
 - ☐ Will minors be present?
- b. Employees/volunteers working event: _____

5. Event Specifics

Note: Answering Yes to (a) - (b) requires a separate permit from County of Riverside. Answering Yes to © requires approval from State of California Alcohol and Beverage Control.

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- f. (Optional) Please provide any additional information that can help City staff better understand the event:

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6. Type of Equipment Used

Note: Answering Yes to (a) or (b) below requires a City of Palm Desert buliding permit.

- a. Will temporary tents, canopies, membrane structures, bleachers, platforms, or stages be utilized? If yes, specify their intended purpose, quantity, and respective size(s).
- b. Will temporary power be needed? If yes, indicate the number of generators required, their intended purpose, and the designated on-site locations for these generators.

Applicant Name

Applicant Signature