



City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861
Phone (310) 456-2489 · Fax (310) 456-7650 · www.malibucity.org

TUP No. _____ - _____

TEMPORARY USE PERMIT APPLICATION (Events in non-residential zones)

GENERAL INFORMATION

Please provide complete information. Print clearly.

EVENT ADDRESS: _____
 PROPERTY OWNER NAME: _____
 PROPERTY OWNER ADDRESS: _____ ZIP: _____
 OWNER PHONE #: _____ FAX #: _____
 APPLICANT NAME: _____
 APPLICANT ADDRESS: _____ ZIP: _____
 APPLICANT PHONE #: _____ FAX #: _____
 E-MAIL ADDRESS: _____
 SPONSORING ORGANIZATION NAME: _____
 APPLICANT'S RELATIONSHIP TO ORGANIZATION: _____

REVIEW REQUESTED (Check All Applicable Boxes)

Application for Temporary Use Permit for:

- Wedding / Reception Private Party
 Fundraiser Carnival / Festival
 Other _____

Event Date: _____

I certify that I am presently the legal owner or authorized agent of the above described property. Further, I acknowledge the filing of this application and certify that all of the information contained within the application is true and current. I also understand that failure to provide truthful and accurate information or to provide public notice as required may result in a delay in processing the application or may cause grounds for revocation of the permit. In addition, I grant permission to the City to conduct site visits necessary to investigate the proposed event. (If the undersigned is different from the legal property owner, then a letter of authorization must accompany this form).

PROPERTY OWNER SIGNATURE PROPERTY OWNER NAME (PRINT) DATE

APPLICANT SIGNATURE APPLICANT NAME (PRINT) DATE

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DATE RECEIVED: _____ RECEIVED BY: _____

COMMERCIAL (\$638.00): CHECK CASH CREDIT CARD

FEE WAIVED: NO YES NAME OF NONPROFIT ORGANIZATION: _____

COMMERCIAL NONPROFIT MAILER FEE (\$266.00): CHECK CASH CREDIT CARD

CDP REQUIRED: NO YES REVIEWED BY: _____

TEMPORARY USE PERMIT- SUBMITTAL CHECKLIST

1. **Uniform Application**

Page 1 of this form signed by the property owner and the applicant. If applicant is an organization, specify the legal name of the organization and the individual applicant's relationship.

2. **Submittal Checklist**

This form, signed by applicant.

3. **Coastal Development Permit Questionnaire**

Refer to page 3 of this application.

4. **Application Fee(s) or Proof of Non-Profit Status**

The fee may be waived for non-profit organizations; proof of non-profit status will be required at time of submittal.

5. **Property Owner's Written Permission**

Obtain the written permission of the owners of all properties being used, other than the site address – e.g. offsite parking locations.

6. **Site Plan (8 1/2" x 11")**

Show lot dimensions, access to site, parking areas, valet area, if any, location of all temporary structures, including location of restrooms (200 feet from food stations), food service locations, bar location, utensil and hand washing stations, Water supply (potable water), generators, lighting, fires, candles, step and repeat, media, stage, dance floor, bounce house, Bleachers, trash cans and recycling bins, valet, etc.

7. **Parking Plan – Proof of Parking Arrangement**

- Valet parking company certificate of insurance Valet attendants required to wear high-visibility safety apparel
- Shuttle service certificate of insurance
- Written permission from owner of any property where vehicles will be parked
- Site Plan

8. **Event Signs**

Provide the location, dimensions and content of all the proposed event signs.

9. **Other Agency Permits**

May include, but not be limited to, California Transit Authority, Alcohol Beverage Control, LA County Fire Dept. (tents, generators, candles, flames and flammable liquid), LA County Dept. of Public Health, LA County Beaches and Harbors, California State Parks and Recreation.

10. **Written Event Description**

Refer to page 4 of this application.

11. **Proof of Liability Insurance**

For Property and for Service Providers (1 million dollar minimum liability).

12. **Certified Public Notice Property Owner and Occupant Addresses and Radius Map**

- The addresses of the property owners and occupants within the mailing radius shall be provided on a compact disc in a Microsoft Excel spreadsheet. The spreadsheet shall have the following column headers in row one: 1) name, 2) address, 3) city, state & zip code, and 4) parcel (for APN). The owners should be listed first followed by the occupants. The project applicant's mailing address should be added at the end of the list.
- An additional column for "arbitrary number" may be included if the supplied radius map utilizes such numbers for the purpose of correlating the addressee to their map location.
- Printouts of the excel spreadsheet and radius map, certified by the preparer as being accurate, must be provided.
- The radius map (8 1/2" x 11") shall show a 500 foot radius* from the subject property and must show a minimum of 10 developed properties. A digital copy of the map shall be submitted on the same cd as the mailing addresses.

*Properties zoned RR-10, RR-20, or RR-40 require a 1,000-foot radius notification.

**Note that updated mailing labels may be requested by the project planner prior to deeming the application complete.

13. **Waste Reduction and Recycling Plan**

Applicant shall contract with a City permitted Solid Waste Hauler. (A list of permitted Solid Waste Haulers is available at the public counter and on the City's website.) A Recycling & Disposal Plan and Post-Event Report are required for events with 1,000 or more persons. Submit the Recycling and Disposal Plan prior to obtaining a permit- page 6 of this application, to the City of Malibu Environmental Sustainability Department Staff. By signing this checklist, applicant agrees to submit the report within 10 days of end of event.

I hereby certify that the attached application contains all of the above items. I understand that if any of the items are missing or subsequently deficient, the application is not complete, may be rejected, or may constitute grounds for revocation of any permit issued.

APPLICANT SIGNATURE

DATE

PRINT APPLICANT NAME

TUP No. -

TEMPORARY USE PERMIT COASTAL DEVELOPMENT PERMIT QUESTIONNAIRE

The following statements require the response of the event applicant. An event will NOT require a Coastal Development Permit if responses are consistent with the **bold** responses. If any responses are not consistent with the **bold** responses, the event will require a Coastal Development Permit (City of Malibu LCP Local Implementation Plan Section 13.4.9).

- | | | | |
|----|--|------------|-----------|
| 1. | The event will occur between Labor Day and Memorial Day
If "No", go to #2; if "Yes", go to #3 | Yes | No |
| 2. | The event will occur between Memorial Day and Labor Day but will be less than one day in duration (including set up and take down)? | Yes | No |
| 3. | The event will occupy some portion of a publicly or privately owned sandy beach or park area; public pier, public beach parking area
If "No", go to #5; If "yes", go to #4. | Yes | No |
| 4. | The event will occur in a location that is remote, with minimal demand for public use and there is no potential for adverse effect of sensitive coastal resources. | Yes | No |
| 5. | A fee will be charged for general public admission / seating.
If "Yes", go to #6 | Yes | No |
| 6. | Respond to each statement that applies: | | |
| | (a) A fee will be charged for general public admission / seating but it is the same fee currently charged for use of the same area (not including booth or entry fees.) | Yes | No |
| | (b) A fee will be charged but it is for preferred seating only and more than 75% of the provided seating capacity will be available free of charge for general public use | Yes | No |

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After initial review, the project must meet the following criteria:

- | | | | |
|----|--|-----|----|
| 1. | The event will result in no adverse impact on opportunities for public use of or access to the area due to the proposed location and or timing of the event either individually or together with other temporary events scheduled before or after the particular event. | Yes | No |
| 2. | There will be no direct or indirect impacts from the event and its associated activities or access requirements on environmentally sensitive habitat areas, rare or endangered species, significant scenic resources, or other coastal resources as defined in this ordinance. | Yes | No |
| 3. | The event has not previously required a coastal development permit to address and monitor associated impacts to coastal resources. | Yes | No |

CDP REQUIRED: YES NO REVIEWED BY: _____

TEMPORARY USE PERMIT- RECYCLING AND DISPOSAL PLAN

The City of Malibu requires that this Recycling & Disposal Plan be submitted at least 30 days before the start of any event, including the set up day(s) for the event. Any large venue or event must plan for the removal, disposal, and diversion of, and reporting of all recyclables and solid waste. It is required that 50% of all materials be diverted from landfills. Each event is required to account for all materials removed from the site and submit a post-event Recycling & Disposal Report along with hauling receipts from each landfill, facility or vendor to the Environmental Sustainability Department.

1	Event Name		Event Date(s)	
1a	Venue Name			
2	Venue Location/Address			
3a	Contact Name		E-Mail Address	
3b	Contact's Mailing Address			
3c	Contact's Phone #		Cell #	
3d	Contact's Fax #			
4	On Location Contact		Cell #	
5	Description of Event			
6	Estimated Number of Attendees and Volunteers			
7	Set-Up Date(s)		Breakdown Date(s)	
8	Event Start Time		Event Ending Time	
9a	Number of Vendors			
9b	Type(s) of Vendors (describe)			
9c	Food & Beverage Vendors <small>*The use of expanded polystyrene foam food packaging and plastic shopping bags is PROHIBITED in the City of Malibu</small>	Type(s) of Utensils to use		
		Type(s) of Serve and Take-out Containers (plates, bags, etc.)		
		Type(s) of Beverage Containers		
11	Solid Waste Hauler <small>*Must hold a <u>current</u> permit for solid waste hauling within the City of Malibu</small>			

12	Number & Size of Waste Containers		Number & Size of Recycling Containers *There must be <u>at least</u> one (1) recycling container placed <u>next to</u> each waste container. Any change requires Public Works approval.	
13	Describe frequency that all containers will be picked up (during and after the Event)			
14	Describe how you will divert reusable and recyclable materials			
15	Describe how containers for recyclables will be distributed throughout the Event			
16	Describe how litter from Event will be prevented in parking area and from leaving the site			
17	Explain how 50% of all materials will be diverted			
18	Additional Information			

Submit **Completed Plan** to:

City of Malibu
 Environmental Sustainability Department
 Attn: Environmental Programs Staff
 23825 Stuart Ranch Road
 Malibu, CA 90265

Any Questions: call (310) 456-2489 or after business hours (805) 732-9433

Staff Use Only

Date Received: _____ Complete Or Incomplete Reviewed By: _____

TUP No. -

TEMPORARY USE PERMIT- RECYCLING & DISPOSAL REPORT

Event Name: _____ TUP No. _____

Event Physical Address: _____ Contact E-Mail: _____

Contact Name: _____ Contact Phone: _____

Company/Organization Name: _____ Fax: _____

AB 939 Goal Requirement: Reduce quantity of materials disposed at landfills by 50% or more. Report is due within 10 days of end of Event.
Columns A, B, C: List quantities **reused, recycled, or disposed** for each material type in tons.
Column D: List total quantities (A + B + C) of **waste** in tons (visit <http://www.calrecycle.ca.gov/LGCentral/Library/dsg/Appendix1.htm> for a conversion worksheet). Multiply pounds by 0.0005 to convert pounds to tons.
Column E: State the **name of all vendors or facilities** used (see example below).

Material Type Indicate quantities (<i>in tons only</i>) for materials listed below.	A Quantity Salvaged or Reused	B Tons Recycled	C Tons Landfilled	D Total Tons Generated (A + B + C = D)	E Material/Facility Final Destination(s) <i>Designate each</i> (S)= Salvaged (R)= Recycled (D)=Disposal
EXAMPLE ONLY: Cardboard		.5	1.5	2 tons	(R) Best Recycling, Co. (D) Dump Your Trash Landfill
Metals: Aluminum, Tin, Steel, etc.					
Glass (all)					
Paper (mixed)					
Plastics (all)					
Other Recyclable Materials					
Food Scraps					
Cooking Oil/Grease					
C & D: other debris					
Asphalt, Concrete, Bricks					
Salvage Items: (fixtures, sets, etc.)					
Dirt; Clean Fill					
Wood, Pallets, Crates, etc.					
Landscape Debris (brush, trees, etc.)					
Greenwaste					
E-Waste: Batteries, cell phones, TV, misc.					
Garbage/Trash					
Column Totals					

Complete the following with the column totals to determine if you succeeded in **diverting 50%**

(A _____ + B _____) divided by D _____ = _____ X 100 = _____ %

If the above Percentage is less than 50%, explain why: _____

Print Name: _____ Signature: _____ Date: _____

Staff Use Only

Date Received: _____ Approved Or Denied Reviewed By: _____