



# Temporary Use of Land/Special Event Permit Application Checklist

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The Temporary Use of Land/Special Event Permit is for the following case types:

- Temporary Use of Land Permit (TUP)
  - Special Event Permit
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## **SUBMITTAL REQUIREMENTS**

The following information is required in order to submit a Administrative Permit application. Prior to submitting an application, it is recommended that you speak to a planner about your project. Planners are available Monday through Friday 8:00 a.m. to 4:00 p.m. at the Planning Counter, City Hall 6330 Pine Ave, Bell, CA 90201. Once submitted, a planner will review your application within 30-days of submittal to determine if the application is complete.

- Eight (8) copies of project plans**, which shall be printed on 11"x17" size paper, folded, and fully dimensioned to Engineer's or Architect's scale. Project plans shall include:
  - Site Plan**, which shall include:
    - The location, size, and use of all existing and proposed or temporary structures, which are dimensioned and labeled.
    - Location of event and equipment related for the event
    - Location of property lines and dimensions
    - Names of adjacent streets
    - North arrow
    - Total number of existing parking spaces
    - Total number of parking spaces that will be obstructed due to the event.
  - Floor Plan**, which shall include:
    - Interior layout of any proposed structures
  - Building Elevations** if applicable
- Temporary Use of Land/Special Event Permit Application Form** - The application must be filled out completely and signed by the applicant and the property owner. Please note, the property owner's signature shall be notarized.
- Supplemental Information Form** - The supplemental information form must be filled out completely and signed by the applicant or the property owner.
- Hold Harmless Certificate**: The hold harmless certificate must be filled out by the project sponsor/applicant
- Request for Additional Police Assistance**: This must be filled out for any filming occurring in the public right-of-way, or events that need additional security
- State Fire Marshall's Retail Fireworks Application**: For fireworks permits only
- Copy of resident notification letter (English/Spanish)**

City of Bell - Community Development Department - Planning Division

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6330 Pine Ave , Bell, CA 90201 - Phone (323) 588-6211

Case No: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Temporary Use of Land/Special Event Permit

City of Bell - Community Development Department - Planning Division

## **A** Planning Application Requested:

- Special Event Permit(SEP)  Other \_\_\_\_\_
- Temporary Use of Land (TUP)- \$900 (\$500 Deposit)-  
Account

## **B** Project Information:

Property Address \_\_\_\_\_ Assessor Identification Number(s) \_\_\_\_\_

Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **C** Applicant Information:

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

*I declare under the penalty of perjury that to the best of my knowledge that the information provided on this application is true and correct.*

\_\_\_\_\_  
*Applicant's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_



# Temporary Use/Special Event Permit Application *(continued)*

City of Bell - Community Development Department - Planning Division

**D** Owner Information:

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

*I declare under the penalty of perjury that to the best of my knowledge that the information provided on this application is true and correct. I further hereby authorize the applicant listed in Section C of this application to submit the application and to be my representative on matters regarding the project described herein.*

\_\_\_\_\_ )  
Date

\_\_\_\_\_ )  
Property Owner Signature (**notarization required**)

STATE OF CALIFORNIA )

COUNTY OF \_\_\_\_\_ )

On \_\_\_\_\_ before me,  
Date

\_\_\_\_\_  
Name and Title of the Officer

personally appeared \_\_\_\_\_

\_\_\_\_\_  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Seal

\_\_\_\_\_  
Signature of Notary Public

**OFFICE USE ONLY**

Date filed: \_\_\_\_\_ Zoning: \_\_\_\_\_

Received by: \_\_\_\_\_ General Plan: \_\_\_\_\_ Fee: \_\_\_\_\_

Assigned to: \_\_\_\_\_ CEQA: \_\_\_\_\_



# Supplemental Information Form

City of Bell- Community Development Department - Planning Division

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## **General Information**

Property Address: \_\_\_\_\_ Case No: \_\_\_\_\_

Property Size: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

Describe property as it currently exists (including any buildings and plants): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Project Information**

Building Size: \_\_\_\_\_ Size of Use: \_\_\_\_\_

Number of parking spaces on property: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Number of anticipated employees: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

Does the use include:

The sale food of beverages (not including alcohol)?  Yes  No

The sale of alcohol?  Yes  No

Live entertainment?  Yes  No

The purchase or sale of previously owned merchandise?  Yes  No

The sale or repair of motor vehicles?  Yes  No

Storage or display of merchandise outside?  Yes  No

*(continued next page)*



# Supplemental Information Form *(continued)*

City of Bell- Community Development Department - Planning Division

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## **Supplemental Information**

Will a tent or other temporary structure be erected on site?:  Yes  No If yes, identify the type, quantity and size of each structure:

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Will electricity be needed on site?:  Yes  No If yes, identify the electrical needs for the event or use (temporary lighting, generator, etc.):

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Will the use involve the use of equipment that creates noise and/or vibration?:  Yes  No If yes, describe:

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Will portable bathrooms be used during the event?:  Yes  No

Will temporary signage be displayed to identify and/or advertise the event?:  Yes  No If yes, identify the type, size, and number of temporary signs, also identify sign locations on the provided site plan:

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Provide any other relevant information about the proposed temporary use/special event:

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## **Certification**

I hereby certify that the statements furnished on this supplemental information form (including any attached exhibits) present the most current information, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief:

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Applicant or property owner signature

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Date



# City of Bell

## Hold Harmless Certificate

The undersigned shall save, keep, hold, and represent the City of Bell, its officers and agents harmless from all damages, costs or expenses in law, equity, and any liability that may at any time arise or be set up because of damages to property, or of personal injury received by reason of or in the course of performing work which may arise from or be a result of the involvement of the undersigned in the following project:

Address of project: \_\_\_\_\_  
Bell, California 90201

Furthermore, the undersigned hereby certifies that he/she will be responsible for all conditions of approval in conjunction with the aforementioned project.

Executed at: \_\_\_\_\_, California

Dated: \_\_\_\_\_, 20\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

# City of Bell

## Request for Additional Police Assistance Special Event/Temporary Use Permit

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

Address of event: \_\_\_\_\_  
\_\_\_\_\_  
Bell, California 90201

Dates and Times: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coordinator: \_\_\_\_\_  
\_\_\_\_\_

Responsible Billing Party:: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We have submitted an application for a Temporary Use Permit. In conjunction with the Temporary Use Permit application additional Police Department assistance is requested for crowd and traffic control. I/We understand that any required overtime will be billed to the Responsible Billing Party and that future Temporary Use Permits will not be issued until these fees have been paid.

\_\_\_\_\_  
Signature of Applicant

Police Department Authorization:

\_\_\_\_\_  
Chief of Police (or designee)

# Example of Notification Letter

**Must be on Company/Applicant's Letterhead**

Date

Resident or Occupant

Address

City, California Zip Code

Dear Resident or Occupant:

This is to notify you that the \_\_\_\_\_ (Name of Organization) \_\_\_\_\_  
Is the sponsor of \_\_\_\_\_ (Name type of event) \_\_\_\_\_, scheduled  
for (Date) \_\_\_\_\_. This event will begin at (Starting Time) and is  
scheduled to end at (Ending Time) and will be held at (Location) \_\_\_\_ Bell,  
California.

If you have any questions regarding this event, please contact the City of Bell at  
6330 Pine Avenue, Bell, California or call (323) 588-6211, extension 204.

By: \_\_\_\_\_  
(Applicants name, phone number, and signature)

Fecha

Estimado Residente o Ocupante:

Esta carta es para notificarle que \_\_\_\_\_ (Nombre de la Organizacion) \_\_\_\_\_  
Apadrinaran \_\_\_\_\_ (Nombre del Evento) \_\_\_\_\_ fijado el  
\_\_\_\_\_ (Fecha del Evento) \_\_\_\_\_. Este evento va a comenzar a las \_\_\_\_ (hora de  
empezar) \_\_\_\_\_ y esta fijado a terminar a las \_\_\_\_\_ (hora de terminar) \_\_\_\_\_  
en \_\_\_\_\_ (lugar del evento) \_\_\_\_\_ Bell, California.

Si tiene alguna pregunta referente a este evento, porfavor de llamar a la Ciudad  
de Bell al (323) 588-6211, extencion 204.

\_\_\_\_\_  
(Nombre y Firma del Apicante)

# City of Bell

## Request for Refund of Deposit

### Special Event/Temporary Use Permit

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

Address of event: \_\_\_\_\_  
\_\_\_\_\_  
Bell, California 90201

Send refund to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coordinator: \_\_\_\_\_  
\_\_\_\_\_

Receipt No.: \_\_\_\_\_

Inspection:

The site and surrounding area of the above referenced Temporary Use Permit were inspected and the condition was found to be:

- Poor
- Fair
- Good

\_\_\_\_\_  
Inspecting Official                      Date

Refund Authorization:

Refund in the amount of:        \$ \_\_\_\_\_