



PLANNING DIVISION

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TEMPORARY USE PERMIT

Sections 20.340 & 20.520 South San Francisco Municipal Code

An application for a temporary use shall be submitted *at least 30 days* prior to the start date of the intended use.

No application will be accepted unless it complies with all the following requirements:

1. Filing fee	see fee schedule
2. A written narrative describing event details, including: proposed start date, end date, time (duration), and other relevant information as required.	
3. Site Plan/Diagram showing the proposed location of tents, tables, chairs, parking, games, rides, stages, music equipment, building exiting, etc.	
4. Photographs, materials and dimensions of proposed tent and booths	
5. Fire Marshal / Police Department / Recreation Department applications may also be required with Certificate of Insurance and associated fee(s)	
6. All exhibits shall be 8 ½" x 11" or 11" x 17" in size	
7. One electronic copy of all application materials – CD or flash drive	

Explanation of the above items:

1. This fee is to cover the costs incurred in processing the application and environmental filing fees. This fee is non-refundable.
2. A written narrative describing the event will be used by staff to clarify the details of the application. Please be as specific as possible to ensure a timely review and approval process.
3. A dimensioned drawing showing the location of the proposed event, tent, booths tables and chairs, parking, games, rides, stages, music equipment, etc.
4. The dimensions, photograph(s), design and materials of the proposed tent and all other proposed event improvements.
5. A separate special event permit may be required by the Fire Marshal's office and/or the Police Department and/or the Park and Recreation Department.
6. The Engineering Division may also require a permit to close public streets or to encroach into the public right-of-way.
7. An electronic copy of all plans and color renderings shall be submitted in a PDF format with the application package.

20.340.003 - Temporary Uses Requiring a Temporary Use Permit

Other temporary uses may be permitted pursuant to Chapter 20.520 (“Temporary Use Permits”), subject to the following standards. Additional or more stringent requirements may be established through the Temporary Use Permit process in order to prevent the use from becoming a nuisance with regard to the surrounding neighborhood or the City as a whole.

A. Seasonal Sales. The annual sales of holiday related items such as Christmas trees, pumpkins and similar items may be permitted in accordance with the following standards:

1. *Time Period.* Seasonal sales associated with holidays are allowed up to a month preceding and one week following the holiday. Christmas tree sales are allowed from Thanksgiving Day through December 31st.
2. *Goods, Signs and Temporary Structures.* All items for sale, as well as signs and temporary structures, shall be removed within ten days after the end of sales, and the appearance of the site shall be returned to its original state.

B. Special Events and Sales. Other short term special events, outdoor sales, and displays that do not exceed three consecutive days, may be permitted in accordance with the following standards:

1. *Location.* Events are limited to non-residential districts.
2. *Number of Events.* No more than four events at one site shall be allowed within any 12-month period.
3. *Signs.* Outdoor uses may include the addition of one nonpermanent sign up to a maximum size of four square feet in area, subject to Chapter 20.360 (“Signs”).
4. *Existing Parking.* The available parking shall not be reduced to less than 75 percent of the minimum number of spaces required by Chapter 20.330 (“On-Site Parking and Loading”).
5. *Recreational Special Events.* Short term recreational special events shall be part of an existing Commercial Recreation or Personal Service use located on the same site.
6. *Carnivals, Fairs, and Festival Events.* Carnivals, fairs, and festival events are also subject to the following standards:
 - a. *Location.* Carnivals, fairs, and festival events are limited to areas within commercial or employment districts, or on property owned by a school.
 - b. *Time Limit.* When located adjacent to a residential district, the hours of operation shall be limited to 8:00 a.m. to 9:00 p.m.
7. *Temporary Outdoor Sales.* Temporary outdoor sales—including but not limited to grand opening events, and other special sales events—are also subject to the following standards:
 - a. Temporary outdoor sales shall be part of an existing business on the same site.
 - b. Outdoor display and sales areas must be located on a paved or concrete area on the same lot as the structure(s) containing the business with which the temporary sale is associated.

- c. Location of the displayed merchandise must not disrupt the normal circulation of the site, nor encroach upon driveways, pedestrian walkways, or required landscaped areas, or obstruct sight distances or otherwise create hazards for vehicle or pedestrian traffic.

20.520.003 Required Findings

The Chief Planner may approve an application for a Temporary Use Permit to allow a temporary use for a period of time, only upon making all of the following findings:

- A. The proposed use will not unreasonably affect adjacent properties, their owners and occupants, or the surrounding neighborhood, and will not in any other way constitute a nuisance or be detrimental to the health, safety, peace, comfort, or general welfare of persons residing or working in the area of such use or to the general welfare of the City; and
- B. The proposed use will not unreasonably interfere with pedestrian or vehicular traffic or circulation in the area surrounding the proposed use, and will not create a demand for additional parking that cannot be safely and efficiently accommodated by existing parking areas.

Temporary Use Permits are valid for the day or period of the event *only*. A new application will be required for each subsequent event.

Your application will be reviewed by staff and approved, conditionally approved, or disapproved by the Chief Planner, Building Division, Engineering Division and Fire Prevention Division.

