

## **Temporary Use Permit Application for Auto Dealers**

Temporary Uses must comply with Sections 26-602 through 26-611 of the West Covina Municipal Code.

1. A certificate of insurance, minimum \$500,000.00 CSL if business is commercial, or minimum \$300,000.00 CSL if non-profit corporation. **The insurance certificate shall identify the City of West Covina and City of West Covina Community Development Commission as additional insured** for the purposes of the event.
2. Property owner's signature (or General Manager) and phone number on temporary use permit application. A signed letter from the property owner is also acceptable. Please also provide a contact name at the dealership to whom the City may direct any questions we have.
3. A plot plan, which indicates the area of the lot used for the event. Also, specifically identify the various activities that will be taking place on the application form and on the plot plan (e.g. tents/canopies, roof-balloons, banners, food booths, stage, etc.). If any cooking is to be done on site, specify the method(s) of warming and/or cooking.
4. Additional permits from the West Covina Fire Department are required when large tents, canopies, use of open flames, or certain other activities are planned.
5. A signed "clean-up" agreement. A fee of \$100 will be billed to the individual or organization if the debris is not cleaned off adjacent public property within 10 days from last day of event. The City will use this fee to defray the cost of clean up.
6. Fees are charged at an hourly rate of **\$90.00**. A minimum deposit of **\$320.00** is required. However, contact the Planning Department so that staff may determine a deposit amount.
7. No major promotional event may last for more than 60 days, and major promotional events (i.e. anything requiring a TUP) may only be held for a cumulative total of 160 days each calendar year. Please review the "Promotional Signs and Events Guide for Auto Dealers" handout for further information.
8. Submission of applications is required at least **2 weeks** prior to the beginning of the event.

**For further information, please call the Planning Department (626) 939-8422.**

**TEMPORARY USE PERMIT  
APPLICATION NO. \_\_\_\_\_**



**TEMPORARY USE PERMIT**

**CLEAN-UP AGREEMENT**

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_

LOCATION OF ACTIVITY: \_\_\_\_\_

I agree to remove all debris and provide complete clean-up of the above location and adjacent public property within ten days after the last day of event. I understand that failure to do so will result in a \$100.00 fee to defray clean-up costs by the City.

SIGNATURE: \_\_\_\_\_