



**CITY OF HOLLISTER
DEVELOPMENT SERVICES DEPARTMENT
375 FIFTH STREET
HOLLISTER, CA 95023
(831) 636-4360**

Minor Temporary Use Permit Application

This application is applicable to vendors who are planning to set up on private property in an established commercial business for one-day sales, a one-day car wash in the parking lot of a commercial or industrial business, temporary construction yard or temporary work trailer pursuant to section 17.24.180 of the City of Hollister Municipal Code.

The filing fee is: \$47.50; make checks payable to the City of Hollister.

LOCATION – WHERE IS A TEMPORARY USE ALLOWED?

Temporary one-day sales: Must be in a Commercial zone at an established commercial business only.

Temporary one-day car wash: The site must be located in the parking lot or paved surface within a commercial or industrial zoning district that has storm water treatment facilities.

Temporary construction yard: Must be in conjunction with an approved construction project. Note: The storage of equipment and materials for the construction for the same site is covered by the applicable land use and construction permits for the site.

Temporary work trailers limited to 360 days that complies with the Americans with Disabilities Act:

- For employees of a business at the site of construction or remodeling of a permanent commercial or industrial structure when a valid building permit is in force.
- When applicant demonstrates that temporary work site is a short-term necessity while a permanent work site is being obtained.

APPLICATION REQUIREMENTS

STEP 1 – ADMINISTRATIVE APPROVAL AT THE DEVELOPMENT SERVICES DEPARTMENT, 339 FIFTH STREET

- ✓ Please fill out the attached application form.
- ✓ \$47.50 application fee, payable to the City of Hollister.
- ✓ Site plan of the proposed location of the minor temporary use. The site plan needs to show the following:
 - The approximate dimensions of the site.
 - Zoning District (NOTE: One day sales: Must be in a Commercial or Mixed Use zoning district at an established commercial business for one day sales. Car wash: Must be located in a Commercial, Industrial or Mixed Use zoning district (at a commercial establishment) in a parking lot or paved area with storm water treatment facilities.
 - Illustrate any public right-of-ways such as streets, sidewalks and no parking signs.
 - The area in which your booth or sales areas, car wash or temporary trailer will be located.
 - Location of sanitation and trash facilities (one day sales, car wash or construction yard).
 - If the site is not located in the downtown area, parking off the public right of way must be provided and shown on the plan.
- ✓ **Construction Yard Only**
 - Submit with a copy of an approved storm water management permit from the City of Hollister Engineering Department (831) 636-4340
 - Provide a copy of the permit or description of the approved or proposed construction project and a narrative explanation of the request and clean up.
- ✓ **Temporary work Trailer Only (360 days)**
 - Provide a narrative explanation of the reason for the request
 - Submit three sets of plans for the building permit for the temporary trailer that demonstrates compliance with the American with Disabilities Act
- ✓ Signature of the property owner on the application or a letter of authorization from the property owner with the original signature in blue ink. Applications without the owner's signature will not be accepted for approved.

STEP 2 – BUSINESS LICENSE

- ✓ Present the approved Temporary Use Permit to the Finance Department when requesting a business license or a building permit for a temporary trailer



MINOR TEMPORARY USE PERMIT APPLICATION

1. Applicant (s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ FAX: _____

2. Property Owner (s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ FAX: _____

3. Description of Proposed Use _____

4. Property Location & Parcel No. _____

5. Date of Temporary Location (one-day event) _____

6. Zoning District: _____

Certification: The facts, maps and document submitted herewith are true, correct and accurate to the best of my knowledge. If the request is granted, I (we) agree that the provision of City and State Law will be complied with and the conditions, if any, upon which this permit is granted will be carefully observed.

Applicant's signature Date Owner's signature Date

APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED BY THE PROPERTY OWNER

STAFF USE ONLY

Zoning Clearance Approved by: _____ Date: _____

Application No: _____ \$47.50 fee Receipt No: _____

Note: Applicant must apply for seller's permit with the Finance Department. If they are out of town applicants, the fee is approximately \$225 and a need for a background check. All sales people must have picture ID's which cost approximately \$10 for each. In town, fee is \$115, however the background check may be waived.