



**CITY OF HERCULES**

APPLICATION FOR:

**Temporary Use Permit**

111 Civic Drive, Hercules, CA 94547

Phone: 510-799-8200 Fax: 510-245-6530

[www.ci.hercules.ca.us](http://www.ci.hercules.ca.us)

A completed Use Permit Application is required for all City of Hercules uses or events. This application requests general information about your use or event and it includes submittal requirements. Supplemental information, statements and/or forms may be required for your specific use or event as determined by staff.

**1. TYPE OF APPLICATION**

*TEMPORARY USE PERMIT*

*(Fee: \$400.00)*

**2. GENERAL DATA REQUIRED**

**A. PROPERTY ADDRESS OR LOCATION:** \_\_\_\_\_  
(p.o. boxes are not acceptable)

Name of Organization \_\_\_\_\_

Type of Event \_\_\_\_\_

**B. APPLICANT NAME** \_\_\_\_\_

APPLICANT ADDRESS/ZIP \_\_\_\_\_  
(p.o. boxes are not acceptable)

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

**C. DESCRIPTION OF EVENT TO BE CONDUCTED AT THE ABOVE PROPERTY ADDRESS (include type of use, hours of operation, number of employees, etc., use additional sheets if needed)  **INCLUDE SITE PLAN!****

1  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. SUBMITTAL REQUIREMENTS: WHAT TO SUBMIT

**The following** information and drawings **must be included in the submittal package for your application.** Planning staff reserves the right to require additional plans as needed for certain development proposals.

Req'd. / Submitted

✓	<input type="checkbox"/>	Basic Application For: <b>TEMPORARY USE PERMIT</b>	This application and all information required in the submitted column.
✓	<input type="checkbox"/>	Fee	<b>The Current fee is \$400.00</b> ( <i>subject to change</i> ) which covers:  <ol style="list-style-type: none"><li>1) Public notification of all property owners within 300 feet of the proposed property to be used for the business</li><li>2) Residential/environmental review and determination</li><li>3) A recommendation to the Director of Planning and Building Services.</li></ol> <b>Fee is payable by check made out to the “City of Hercules” or credit/debit card. (VISA &amp; MASTERCARD accepted)</b>
✓	<input type="checkbox"/>	Site Plan	<b>Please submit one (1) site plan reduced to 8.5 X 11 or 11” x 17”.</b> <u>Indicate</u> on the site plan <i>area to be used</i> , note any <i>additional signage</i> to be used, and amount of <i>square footage</i> to be used.
✓	<input type="checkbox"/>	Approval	<b><u>Written approval</u></b> of property owner or authorized agent. (see section no. 4)

**4. PROPERTY OWNER OR AUTHORIZED AGENT  
TO COMPLETE THIS SECTION**

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

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

Property Owner or Authorized Agent \_\_\_\_\_

**PRINT NAME**

Property Owner or Authorized Agent \_\_\_\_\_

**Signature**

Date \_\_\_\_\_

**5. APPLICANT CERTIFICATIONS**

I understand that **submission of this application does not constitute approval** for any administrative review, conditional use, variance, map approval or exception for any other City regulations, which are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions or covenants appurtenant to the property.

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Community Development Director. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission.

I certify that statements made to me about the time it takes to review and process this application are general. The City has attempted to request everything necessary for an accurate and complete review of your proposal; however, after the City has taken in your application and reviewed it further, it may be necessary to request additional information and clarification.

\_\_\_\_\_  
**Signature of Owner or Authorized Agent**

\_\_\_\_\_  
**Date**

## 6 . OFFICE USE

<b>Application Taken in by:</b>	<b>Project Discussed with:</b>	<b>Related Files:</b>	<b>Date app. Rec'd.:</b>					
<b>Application Type:</b> <i>TEMPORARY USE PERMIT</i>		<b>Application Number:</b>	<b>Date app. Apprvd.:</b>					
<p><b>300 Foot Public Notification:</b> Yes / No</p> <p><b>Public Hearing:</b> Yes / No</p> <p><b>Subject to Appeal Process:</b> Yes / No To: Director of Planning and Bldg. Services</p>		<p><b>Review Body: Planning/Parks n Rec/Police/Fire/Pub Wks</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 80px; vertical-align: top;">Planning:</td> </tr> <tr> <td style="height: 80px; vertical-align: top;">P&amp;R:</td> </tr> <tr> <td style="height: 80px; vertical-align: top;">Police:</td> </tr> <tr> <td style="height: 80px; vertical-align: top;">Fire:</td> </tr> <tr> <td style="height: 80px; vertical-align: top;">PW:</td> </tr> </table>		Planning:	P&R:	Police:	Fire:	PW:
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**Findings:**

**Conditions:**