



## City of Palo Alto

Department of Planning & Development Services  
Planning Division, 250 Hamilton Avenue  
Palo Alto, CA 94301  
(650) 329-2441  
[www.cityofpaloalto.org](http://www.cityofpaloalto.org)

# APPLYING FOR A TEMPORARY USE PERMIT

## WHAT IS A TEMPORARY USE PERMIT?

A Temporary Use Permit (TUP) is a permit process that allows the City's Zoning Administrator to authorize a temporary use of property in any zone district, without a public hearing, for a specifically stated time period, not to exceed forty-five days in any calendar year. This process is primarily designed to accommodate special events and seasonal outdoor sales, which are incidental to and customarily associated with a permitted use. The application review process takes around 3 weeks to complete.

[Section 18.42.050 of the Palo Alto Municipal Code](#)

## APPLICATION PROCEDURE

**Step 1:** Consult with the [Planner on Duty](#) at the Development Center (285 Hamilton Avenue) and obtain the following items:

- (A) [Planning Application Form](#);
- (B) A [Parcel Report](#) from the City's GIS system;
- (C) [Planning Division Fee Schedule](#);

**Step 2:** Prepare a letter and accompanying plans that adequately describe and illustrate the temporary use.

**Letter :** Include a complete description of the proposed uses/activities, the day(s) and hours of those activities, the expected number of employees and/or visitors, the expected traffic and parking impacts (including number of parking spaces required, if applicable), and any other information deemed relevant to the application. Also, please present within the letter justification for the following findings:

1. The granting of the application will not be detrimental or injurious to property or improvements in the vicinity, and will not be detrimental to the public health, safety, welfare, or convenience.
2. The proposed use will be located and conducted in a manner in accord with the Palo Alto comprehensive plan and purposes of Title 18 (Zoning) of the Palo Alto Municipal Code.

Plans: A **SCALED SITE PLAN** (at least 1/8" = 1'0"). Show the location of all existing structures, and clearly indicate the area of the property where any proposed temporary structures or activities are to be located.

A **SCALED FLOOR PLAN** (at least 1/8" = 1'0"). If the proposed use is within a building, show the interior location of the activity within the existing floor plan.

**Step 3:** Submit a complete application at the Development Center, 285 Hamilton Avenue. Applications are required to be filed with a planner during an appointment. A planner will determine if all of the submittal requirements have been met. Incomplete applications will not be accepted. Please call (650) 329-2441 to schedule an appointment. Required items are as follows:

- (1) **Application form** (complete numbers 1, 2, 3, 4, and 5)  
\* Note: A 'wet ink' signature is required for section 5.
- (2) **Letter (3 copies)** - as described above.
- (3) **Plans (3 sets)** - as described above.
- (4) **Filing fee** - refer to Planning Division fee schedule.

### **CITY REVIEW AND DECISION PROCEDURE**

Temporary Use Permits are acted upon as follows:

1. Application review period of approximately two weeks. The application is assessed by various City departments (i.e. Planning, Fire, Police, etc.) for permit requirements/conditions.
2. The Zoning Administrator considers the departmental comments and renders a decision on the application. He/she may impose such reasonable conditions or restrictions as deemed necessary to secure the purposes of the zoning code and to assure operation of the temporary use in a manner compatible with existing and potential uses on adjoining properties and in the general vicinity.
3. A letter of decision and any conditions is mailed to the party identified as "Applicant" (item 4) on the application form.