



CITY OF SIMI VALLEY

TEMPORARY USE PERMIT

Regulations Summary and Application

(SVMC Section 9-52.080)

What is the purpose of the Temporary Use Permit?

Outdoor sales and events have an impact on the character, quality, and economic health of our City. As a prominent part of the scenery, they may attract the viewing public and affect the safety of vehicular and pedestrian traffic. The Temporary Use Permit (TUP) accomplishes a balance between advertising needs, the freedom of expression, and the necessity of regulatory constraints. The following information provides answers to several key questions regarding the type and duration of the event or activity regulated by Simi Valley Municipal Code Section 9-52.080:

What are the types of Temporary Use Permits?

- **Sales** (sidewalk, parking lot, truckload, tents)
- **Public Assembly** (music, festival, fundraiser)
- **Construction** (temporary trailers, containers, model homes, temporary activities, testing)
- **Mobile Food Vendors** (Type 1-4)
- **Agricultural Produce Stands**

Are any activities exempt?

Garage sales (not more frequently than one, three-day event in each 180-day period); Nonprofit fundraising activities (car washes); holiday decorations; and survey-taking activities.

How long can a Mobile Food Vendor or Produce Stand be in operation?

One year at a time; commercial/industrial location. One (1) Type 4 Mobile Food Vendors (“Food Truck”) may operate on a commercial or industrial lot that is 150,000 square feet in size, and 300 feet from other restaurants and coffee shops. A site plan and 300 foot radius map are required at time of submittal. All equipment, tables, etc. must be removed during non-business hours.

Is Parking Required?

One off-street parking space per 100 square feet of property used if not in a shopping center or no reciprocal parking is available (except for model home complexes).

Where can a sales or displays, promotional commercial activities, or holiday seasonal sales be located?

A TUP may only be issued for activities allowed in the underlying zoning district.

The activity shall not be located in required on-site parking spaces.

No public right-of-way may be used without obtaining additional approvals.

The area shall not extend laterally beyond the store or building frontage or block the business or any other entrance. Display racks, rounders, tables, and similar displays shall be situated so that the merchandise will not infringe on a minimum four-foot wide aisle which shall be maintained unobstructed for pedestrians traversing the area between the merchandise and the entrance, and the street, parking lot, or driveway curb. The height of the merchandise displays shall not exceed six feet above grade, except for trees.

How often can a Sales event occur?

Three limited sales or displays (3 days maximum) for each business are allowed in any one-calendar quarter; or

One extensive promotional commercial activity (16 days maximum) and two limited sales or displays (3 days maximum) are allowed for each business in any one-calendar quarter. Alternatively, up to four extensive promotional commercial activities (16 days maximum, e.g., holiday seasonal sales) may occur in any one-calendar quarter, provided, no more than a total of four extensive promotional commercial activities occur in one calendar year for each business.

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Can I have a holiday event?

Yes. Holiday seasonal sales or displays (e.g., Christmas trees or pumpkins) shall not commence more than 32 days before the legal holiday date or celebration date, if not a legal holiday. The sales may be limited sidewalk sales and/or a single extensive promotional commercial activity or extensive promotional commercial activities subject to the event frequency requirements.

How do we assure the area is cleaned up?

A bond or cash deposit of \$1,000 shall be deposited with the City for operations that occur on vacant or undeveloped sites, to ensure clean-up. Activities located in a fully developed retail shopping center shall be exempt from this requirement.

Other requirements?

Model Home Complex requirements: Off-street parking shall be provided at the same ratio as required for offices (1 space per 250 square feet). In addition, one parking space for each sales person (employee) shall be provided. Screening by fencing, landscaping, walls, or other methods shall be provided, subject to the approval of the Director. Building permits are required.

Sanitary facilities: Sanitary facilities, either portable or permanent, shall be made available to all employees, attendants, and participants of the activity during its operational hours, as approved by the Director.

Submittal Requirements:

- Application
- Site plan outlining the location of the activity, all walkways, roadways, and parking areas
- Size, text, color, materials, and location of any signage
- Written property owner permission with contact phone number for verification

Additional Submittals for Mobile Food Vendors (min. 24 hr. review required):

- Picture of cart/vehicle
- Maximum one 12 square foot sign on the vehicle
- Site plan showing location of cart/vehicle and any tables/chairs (max. 800 sq. ft.) (Note: Type 4 Mobile Food Vendors shall show location at least 300 feet away from existing restaurants and coffee shops, as well as location of trash can within 30 feet of mobile food vendor).
- Evidence of a Ventura County Health Permit Type 1-4
- Evidence of a Business Tax Certificate
- Verification of an existing PD or CUP on the site
- Note: One (1) Type 4 mobile food vendor may be allowed to operate on a commercial or industrial property up to 150,000 square feet in gross area; an additional Type 4 vendor may be allowed on such properties over 150,000 square feet. Provide an updated tenant list to allow Staff to calculate required and available parking.

Note: Other permits such as a Business Tax Certificate, Special Event Permit, Building Permit, or Health Permit may be required.

***Department of Environmental Services
Planning Division
(805) 583-6769
www.simivalley.org***



CITY OF SIMI VALLEY TEMPORARY USE PERMIT APPLICATION

Applicant's Name: _____

Applicant's Phone Number: _____

Business Name: _____

Business Phone Number: _____

Business/Event Location: _____

Type of Event:

- Sidewalk Sale Parking Lot Sale Tents Banner
- Amplified Music Live Music Food Booths Retail Vendors
- Truckload Sale Construction Trailer Model Complex Cargo Container
- Caretaker Group Assembly Comm. Testing Produce Stand
- Mobile Food Vending; Type: ____

Number and Duration:

Limited (3 day) Qty: _____	Extensive (16 day) Qty: _____
Dates: _____	Dates: _____
Dates: _____	Dates: _____
Dates: _____	Dates: _____
Dates: _____	Dates: _____

Hours of Operation: _____

Note: Mobile Food Vendor Type 4 may operate between the hours of 7:00 a.m. to 10:00 p.m. Monday through Thursday and from 7:00 a.m. to 11:00 p.m. Friday to Sunday.

Type of Merchandise: _____

Additional Notes: _____

I _____, Property Owner of the subject site, agree to allow the proposed event or vendor as outlined in the application and plans attached hereto.

Signed: _____

Dated: _____

Phone Number: _____

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