City of Torrance, Community Development Department Jeffery W. Gibson, Director
3031 Torrance Blvd., Torrance, CA 90503, Phone (310) 618-5990 Fax (310) 618-5829

Instructions for Filing an Application for a TEMPORARY PARKING LOT EVENT PERMIT

Pursuant to Article 1, Section 93.1.7 of Chapter 3 of Division 9 of the Torrance Municipal Code

FILING FEE

The filing fee is $204.00. Make checks payable to "City of Torrance."

APPLICATION & PLOT PLAN

The completed application form and a dimensioned plot plan indicating the following information is required at the time of filing:

- ☐ Location and dimensions of property lines in relation to adjacent public streets.
- ☐ Existing on-site parking and circulation layout and the total number of available on-site parking spaces.
- ☐ Total number and location of the parking spaces to be used for the proposed event.
- ☐ Location of existing buildings and any temporary tents, trailers, electrical or mechanical equipment, trash receptacles, and signs.
- ☐ Location of required safety devices such as portable fire extinguishers, no smoking signs, and emergency exits.
- ☐ If the proposed event is a Christmas tree lot, also indicate the location of tree storage areas, public activity areas, fenced areas, and distances between tree displays to parking areas and temporary structures as required by the Fire Department.
- ☐ Any other information found by the Community Development Department to be necessary for the review of the application.

Please note: Representative from the various City Departments may make onsite visits to verify information outlined on the requested plot plan.

PERMIT ISSUANCE

If all the requirements of Section 93.1.7 are satisfied, the Community Development Director will issue a Temporary Parking Lot Event Permit within ten (10) days of the filing of the application. If a permit is not issued, the Community Development Director will notify the applicant in writing. The notice will set forth the Community Development Director's reasons for denial and the procedures for an appeal of the Community Development Director's determination.

STANDARDS AND REQUIREMENTS

The proposed parking lot event must comply with the standards and criteria as listed in Article 1, Section 93.1.7 of Chapter 3 of Division 9 of the Torrance Municipal Code. A copy of this information is available upon request.

APPEAL PROCESS

The determination of the Community Development Director for the approval of a Temporary Parking Lot Event Permit may be appealed to the Planning Commission by the proponent or any person who may be damaged by said determination. Such appeal will be made in writing to the Planning Commission within five (5) calendar days of the determination of the Community Development Director. Notice of the time and place of the appeal hearing will be made to the proponent and any person appealing.

OTHER PERMITS

After approval of a Seasonal Sales Permit, the following permits must be obtained before opening to the public:

- ☐ A Business License from the Revenue Division of the Finance Department;
- ☐ Permits from the Building and Safety Department for temporary power and/or structures;
- ☐ Permits from the Fire Department for tents, canopies, and Sales of Christmas trees;
- ☐ Permits from the Environmental Division of the Building and Safety Department for signage.

Note: Proof of a Temporary Parking Lot Permit is required prior to obtaining a business license or other required permits.

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TEMPORARY PARKING LOT EVENT PERMIT APPLICATION

Parts I, II, and III to be completed by the Applicant. Please print or type.

I. BUSINESS OWNER INFORMATION/PROPOSED EVENT LOCATION

Name of Applicant			
Name of Business			
Property Address (proposed parking lot event location)	**City**	**State**	**Zip Code**
Name of Business Owner		**Contact Phone Number**	
Mailing Address (if different from above)	**City**	**State**	**Zip Code**

II. EVENT AND SITE INFORMATION

Check type of approval requested:

- ☐ Promotional Outdoor Event
- ☐ Pumpkin Sales Lot
- ☐ Outdoor Gathering Of People
- ☐ Christmas Tree Sales Lot
- ☐ Includes Amplified Sound
- ☐ Other (Please Describe): _____

Describe the proposed event: _____

_____

_____

Date(s) and Hours of event:

Date:	From:	To:	Hours:	From:	To:
Set Up Date(s):	From:	To:	Clean Up Date:		

Site Information:			
Zoning	Total Lot Area (in sq. ft)	Total Number of Parking Spaces On-Site	Number Parking Spaces Displaced by the Event

III. STANDARDS AND REQUIREMENTS

By signing this application form, I as the business owner and/or the property owner, hereby acknowledge that I have read and agree to comply with all applicable City standards regulating the proposed temporary use(s) and the following conditions of approval:

a) No person will use any existing parking lot for a temporary parking lot sales event or a temporary parking lot special event, as defined in Sections 91.2.165 and 91.2.166 respectively, without first obtaining the prior approval of a Temporary Parking Lot Event Permit.

b) The location of the proposed event is within an existing parking lot area and is being held by a permanent on-site business.

c) The proposed event will not disrupt circulation of traffic within the parking lot or within the vicinity as determined by consideration of the location and design of on-site driveways; the on-site parking and circulation, including pedestrian movements; and the on-site lighting and traffic signage in relation to the location of the proposed parking lot event.

d) The proposed event will not be materially detrimental to the public welfare or to the property of other persons located in the vicinity.

e) The proposed event will not cover more than ten percent of the required parking spaces.

f) The proposed event will not cause a shortage of parking for or restrict access to the existing uses.

g) The business establishment proposing the event has not exceeded the maximum allowable number of four events per business establishment per calendar year.

h) There are no other temporary parking lot sales or special events occurring on the same parking lot and during the same time period.

i) All temporary structures, equipment and debris will be removed and the parking lot area will be cleaned and restored to its original condition within one calendar day immediately following the last effective date of the approval for the event.

j) The operation of a pumpkin or a Christmas tree sales lot will conform to the requirements of Subsections c) and d) 2 through d) 5 of Section 92.2.9 regulating pumpkin and Christmas tree sales on vacant property (summarized below).

k) The Community Development Director may impose additional conditions to the approval of the Temporary Parking Lot Event Permit to insure the preservation of the public peace, safety, health, and general welfare.

l) Any violations of Section 91.3.7, other applicable Sections of the Torrance Municipal Code, and/or conditions of approval may result in enforcement actions, immediate suspension of the issued Temporary Parking Lot Event Permit and the denial of an application for such future event permits by the operator and/or the property owner.

Additional requirement for pumpkins or Christmas trees sales:

a) No permit will be issued prior to September 1st for a pumpkin lot and November 1st for Christmas tree lot.

b) Site preparation and set up for the sales lot will not commence prior to September 20th for a pumpkin sales lot, and November 15th for a Christmas tree sales lot.

c) Sales operations to the public for a pumpkin lot will begin no earlier than October 10th and end no later than October 31st.

d) Sales operations to the public for a Christmas tree lot will begin no earlier than December 1st and end no later than December 25th.

e) The proposed sales operation is conducted between the hours of 9:00 a.m. to 10:00 p.m. daily.

APPLICANT	BUSINESS OWNER AND/OR PROPERTY OWNER
Print Name of Applicant	Print Name of Business Owner and/or Property Owner
Mailing Address	Mailing Address
Contact Phone Number	Contact Phone Number
Signature Date	Signature Date

IV. FOR CITY USE ONLY – DO NOT WRITE BELOW THIS LINE

☐ Plot Plan Attached ☐ Other Information Attached: _____

Application/Case No.	Date of Acceptance	Fee Amount	Accepted By:

Fire ☐ Approved ☐ Denied ☐ See Remarks By: _____ Date: _____

Building ☐ Approved ☐ Denied ☐ See Remarks By: _____ Date: _____

Environmental ☐ Approved ☐ Denied ☐ See Remarks By: _____ Date: _____

PLEASE LOG COMMENTS IN PERMIT PLAN

REMARKS	
Fire	
Building	
Environmental	

STAFF ASSESSMENT AND RECOMMENDATION (COMMUNITY DEVELOPMENT DEPARTMENT)

☐ The applicant has satisfied all the standards and requirements of the Permit. Therefore staff recommends approval of the Temporary Parking Lot Event Permit subject to the Standards and Requirements contained in Section III of this approval.

☐ The application does not meet the standards and requirements for issuance of a Temporary Parking Lot Event Permit and therefore staff recommends denial. The following standards/requirements were not met:

_____

_____

_____

_____

_____

_____

Assessment Made By:	
Name	**Title**
Recommended By:	
Name	**Title**

COMMUNITY DEVELOPMENT DIRECTOR APPROVAL

This request for a Seasonal Sales Permit is:

☐ Approved ☐ Denied Temporary Parking Lot Permit Number: _____

_____ _____

Jeffery W. Gibson
Community Development Director

Date:

Decisions by the Community Development Director pertaining to a Temporary Parking Permit Lot Event Permit are appealable to the Planning Commission within five (5) calendar days following the above date of approval or denial.