



## **Administrative Use Permit Application Form — Temporary Uses, Activities, and Facilities**

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303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

Dear Applicant:

In an effort to improve customer service and ensure development projects are processed as quickly as possible, the Planning Department finds it necessary to remind its clients that complete application submittals are crucial to the plan review process. In the past, accepting incomplete applications has led to errors and time delays at the end of the review process. I do not want this to happen to you.

Consequently, the Planning Department staff will only accept complete applications at time of submittal. All items requested by this application packet, along with the required filing fee, must be provided before the Planning Department counter staff can accept your application for filing. Please review all minimum requirements prior to submitting your application, as counter staff do not have the authority to waive any requirements.

Please remember that failure to provide all of the required plans and information will result in significant time delays in the processing of your application. If you have any questions regarding the necessity of any particular item required by this application packet, please feel free to contact the Planning Department counter supervisor to discuss your questions.

The Planning Department looks forward to a continued efficient and professional relationship with you in the future. If you have any questions, comments, or concerns regarding this matter, please feel free to contact the Planning Department at (909) 395-2036.

Respectfully,

A handwritten signature in blue ink, appearing to read "H. Noh".

Henry K. Noh  
Planning Director

**ATTENTION!**

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

Scott Ochoa, City Manager ..... (909) 395-2396 or [sochoa@ontarioca.gov](mailto:sochoa@ontarioca.gov)  
Mike Lorenz, Police Chief ..... (909) 395-2710 or [mlorenz@ontarioca.gov](mailto:mlorenz@ontarioca.gov)  
Ethics Line ..... (800) 500-0333



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### ACTIVITY LOCATION AND DATES

Address of Activity: \_\_\_\_\_  
 Name of Business: \_\_\_\_\_  
 501-C3 Nonprofit ID No. (if applicable): \_\_\_\_\_  
 Set-Up Date: \_\_\_\_\_ Take-Down Date: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ Final Day: \_\_\_\_\_  
 Event Time (Start and Finish): \_\_\_\_\_  
 Setup Time: \_\_\_\_\_ Cleanup Time: \_\_\_\_\_

### GENERAL INFORMATION

Applicant: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Business (on-site host): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Business License No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

### TYPE OF TEMPORARY USES/ACTIVITIES/FACILITIES REQUESTED (check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Interim Farming Activities<br><input type="checkbox"/> Model Homes/Model Landscape Plans<br><input type="checkbox"/> Special Event within public R-O-W (i.e. street and/or sidewalk) or on City owned property not including parks<br><input type="checkbox"/> Temporary Alcoholic Beverage Sales<br><input type="checkbox"/> Temporary Buildings and Structures<br><input type="checkbox"/> Temporary Facilities | <input type="checkbox"/> Temporary Outdoor Activities, Displays, Events, and Sales<br><input type="checkbox"/> Retail Sales Events<br><input type="checkbox"/> Holiday Sales Events<br><input type="checkbox"/> Shows and Exhibits<br><input type="checkbox"/> Amusement and Sporting Events<br><input type="checkbox"/> Tent Revivals<br><input type="checkbox"/> Charitable and Fund-Raising Events | <input type="checkbox"/> Temporary Produce Stands<br><input type="checkbox"/> Temporary Real Estate Sales, Lease, and Rental Offices<br><input type="checkbox"/> Temporary Wireless Telecommunications Facilities<br><input type="checkbox"/> Euclid Avenue at "E" Street Banner (City or City sponsored events only) |
|--|---|---|

For Staff Use Only

**Private Property Event**

**Public Property Event**

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File No.: \_\_\_\_\_

Related File No.: \_\_\_\_\_

Submitted: \_\_\_\_\_

Rec'd By: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Cash     Check (# \_\_\_\_\_)

Credit Card

Receipt No.: \_\_\_\_\_

**Additional Fees:**

Muni. Services: \$ \_\_\_\_\_

Integrated Waste: \$ \_\_\_\_\_

Fire: \$ \_\_\_\_\_

Building: \$ \_\_\_\_\_

Police: \$ \_\_\_\_\_

Recreation: \$ \_\_\_\_\_

**Action:**

Approved     Denied

By: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: If you are proposing an event at a public recreation facility with the City of Ontario, such as a park, please contact the Recreation Department at (909) 395-2020 to determine if a permit is necessary, as the Planning Department does not oversee these events.*

**ACTIVITY/EVENT DESCRIPTION (attach additional sheets if necessary)**

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No. of Attendees Anticipated? \_\_\_\_\_

**ACTIVITY/EVENT DETAILS**

Will alcoholic beverages be served?  Yes  No If yes, what type(s)? \_\_\_\_\_

ABC License No.: \_\_\_\_\_

Will there be live entertainment?  Yes  No If yes, what type(s)? \_\_\_\_\_

Will private security be provided?  Yes  No If yes, what who? \_\_\_\_\_

Will you have vendors?  Yes  No If yes, how many (see vendor list section below)? \_\_\_\_\_

Will you have signs or banners?  Yes  No If yes, how many and what size(s)? \_\_\_\_\_

Will you have portable restrooms?  Yes  No If yes, how many? \_\_\_\_\_

Will you have tents or canopies?  Yes  No If yes, what type(s), size(s) and no(s).? \_\_\_\_\_

Will you have generators?  Yes  No If yes, how many and what size? \_\_\_\_\_

Will you have cooking facilities?  Yes  No If yes, what type? \_\_\_\_\_

Health Permit No(s): \_\_\_\_\_

Will you have hot food trucks?  Yes  No If yes, how many? \_\_\_\_\_

Health Permit No(s): \_\_\_\_\_

*Note: If you are hosting individual vendors, each vendor must have a current business license with the City of Ontario. You must also provide a list of vendors. The list must contain the contact name, phone number, email address and sellers's permit number.*

**SERVICES REQUESTED**

Four (4) yard recycling bin How Many? \_\_\_\_\_

Four (4) yard trash bin How Many? \_\_\_\_\_

Trash cardboard boxes/liners How Many? \_\_\_\_\_

Recycling containers/liners How Many? \_\_\_\_\_

Picnic Tables How Many? \_\_\_\_\_

Electrical (30/100amp) How Many? \_\_\_\_\_

No Parking Signs

Access to Water

Banner Dates Requested (if applicable): \_\_\_\_\_

Lane/Street Closures: \_\_\_\_\_

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**APPLICANT AFFIDAVIT & HOLD HARMLESS AGREEMENT**

I, the undersigned, certify that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof, and state that the same is true and correct to the best of my knowledge and belief, and further certify that I shall comply with each and every condition of approval as stated herein.

Furthermore, I, the undersigned, shall indemnify, defend, and hold harmless the City of Ontario and its officers, officials, employees and agents from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with user's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, regarding use of the heretofore described event, except such loss or damage which was caused by the sole negligence or willful misconduct of the City of Ontario.

For activities on public property, I also agree to provide Evidence of Insurance for \$2,000,000 minimum liability naming the City of Ontario as co-insureds.

I understand that this request is subject to approval of the Ontario Planning Department and may require fees as outlined in the City's Special Event Policy and Planning Department Fee Schedule provided to me with this application.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name (print or type): \_\_\_\_\_

**PROPERTY OWNER OR APPROVING AGENT ACKNOWLEDGEMENT (required only for events on private property)**

I, the undersigned, certify and say that I am the  owner,  approving agent, for the property in the foregoing application, that I have read the foregoing application and know the content thereof, and agree to the filing of this application with the City of Ontario.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name (print or type): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**REVIEWING DEPARTMENT SIGNATURES (to be completed by City staff)**

	<u>Approved</u>	<u>Denied</u>	<u>Signature</u>	<u>Date</u>
Planning Department:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Airport Planning:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Engineering—Traffic/Transportation:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Engineering—Environmental Services:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Building Department:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police—Traffic:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police—ABC/CET:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Fire Department:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Community Improvement:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Business License:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Revenue Services:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Integrated Waste:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Municipal Services:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Recreation and Community Services:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Facilities and Parks:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
**Risk Management:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
**City Clerk:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Note: \*\* Means review required only if the proposed activity or event occurs on public property.

**CONDITIONS OF APPROVAL (to be completed by City staff)**

- (1) Permit approval shall expire on \_\_\_\_\_, 20\_\_\_\_, at which time the site shall be restored to its original condition, including cleanup of all trash and debris.
- (2) The site shall be developed/configured in accordance with the approved plan(s) on file with the City, except as may otherwise be stipulated herein, prior to commencement of the activity.
- (3) Approval of this activity shall not excuse compliance with all other sections of the Ontario Municipal Code, Ontario Development Code, and all other applicable City laws and ordinances in effect at the time of permit issuance.
- (4) All signs shall be reviewed by the Planning Department for compliance with Division 8.01 (Sign Regulations) of the Ontario Development Code, prior to their installation.
- (5) Any off-site, unpaved parking spaces shall be striped with lime and continually maintained, to ensure proper traffic circulation and safety.
- (6) The Planning Department shall be contacted for inspection of the site, prior to commencement of the approved activity.
- (7) You may be required to provide the City with a Certificate of Insurance naming the City of Ontario as additionally insured. Contact the City's Licensing Department (Ph.# 909.395.2022) for further information.
- (8) Failure to comply with the herein-listed conditions of approval shall cause enforcement and possible revocation of this Permit.
- (9) Special Conditions (attach additional sheets if needed): \_\_\_\_\_



## Administrative Use Permit Application Form — Temporary Uses, Activities, and Facilities Filing Procedures & Requirements

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### APPLICATION PROCEDURES

**Step 1:** Contact the Planning Department to obtain an *Administrative Use Permit Application Form for Temporary Uses, Activities, and Facilities* and discuss zoning requirements, sign restrictions, and possible locations for the use. Planning Department Applications can be found online: <https://www.ontarioca.gov/Planning/Applications>

**Step 2:** Complete the Temporary Use Permit application and prepare applicable filing requirements (i.e. site plan, building elevations (if applicable), insurance, deposit, filing fee, etc) according to the submittal requirements listed under the General Filing Requirements Section.

**Step 3:** Submit the application to the Planning Department for review by the following departments:

- **Planning Department:** For compliance with Development Code and ALUCP restrictions such as (land use, number of employees permitted, parking, access requirements, signage standards, etc.).
- **Building Department:** For building and/or electrical permits.
- **Engineering Department:** For compliance with access requirements, environmental review and to obtain any necessary encroachment permits.
- **Police Department:** For compliance with ABC guidelines, traffic control, security standards and any other applicable requirements.
- **Fire Department:** For compliance with the Uniform Fire Code requirements and any applicable City Fire standards.
- **Community Improvement:** For compliance with Code Enforcement concerns.
- **Business License:** To obtain a valid business license and pay any license fee (applicable to revenue generating uses).
- **Risk Management:** Review is required of current liability insurance and coverages for activities or events that take place on public property.
- **Integrated Waste/Municipal Services:** Will determine the number of waste and recycled containers needed as well as any other City services needed for the proposed activities.
- **City Clerk:** Review is required if public property will also be used.
- **Parks:** For impacts to public parks and community recreational areas.

- **Revenue:** To schedule delivery of dumpster/solid waste containers.
- **Recreation and Community Services:** Review is required for activities that are proposed to take place within public parks and community recreational areas.

**Step 4:** Install the improvements required by the conditions of approval.

### GENERAL FILING REQUIREMENTS

The following submittal documents are required to be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits> or over the counter to the Planning Department at Ontario City Hall. If the application is submitted through Citizen Portal Access, all documents shall be in **PDF file format**.

**(1)** An Administrative Use Permit Application Form for Temporary Uses, Activities shall be submitted within the following timeframes:

**(a) Amusement and Sporting Events, Activities/Events on City property (Parks, Facilities and Public Right of Way), and Activities/Events at Ontario Mills** – The application shall be submitted at least **30 days prior to the planned event**. Failure to submit the application within this timeframe may result in the denial of the application. Amusement events include car shows, bazaars, music festivals, circuses, carnivals, rodeos, and other similar events. **At least 10 days prior to the planned event**, the application shall be approved, all required fees shall be paid, and all necessary permits shall be obtained. Failure to receive the necessary permit approvals will result in the denial of the application.

**(b) Interim Farming Activities and Temporary Wireless Telecommunications Facilities** – The application shall be submitted at least **60 days prior to planned activity commencement**. Failure to submit the application within this timeframe may result in the denial of the application.

**(c) Temporary Buildings and Structures; Temporary Facilities; Temporary Produce Stands; and Temporary Real Estate Sales, Lease, and Rental Offices** – The application shall be filed and processed concurrently with plans submitted to the Building Department for plan check.

**(d) Temporary Alcoholic Beverage Sales, and All Other Temporary Outdoor Activities, Displays, Events, and Sales** – The application shall be submitted at least **30 days prior to the planned event**; otherwise, the applicant must walk the application to each department for their approval. Failure to receive approval from each department and payment of required fees, will result in denial of the application.

**(2)** A site plan that includes, but is not limited, to the layout of the property or shopping center, including all buildings, parking areas, driveways, location of proposed electrical equipment/lighting, and the areas to be used by the proposed event for displays, activities, etc. **The site plan shall be provided in PDF file format for applications submitted through our Citizen Portal Access.** For applications submitted over the counter, the site plan shall be provided on an 8.5"x11" sheet of paper.

**(3)** A Sign Permit application for all temporary signs and/or decorations to be used at the time of the proposed event (if applicable) shall be submitted.

**(4)** Any other plans or information that the Planning Director deems necessary to facilitate processing the application. (i.e security plan, first-aid/medical plan, lighting plan, list of vendors & resale numbers, ABC license number)

**(5)** For non-profit organizations, the filing fee may be waived if the City is provided with a copy of the applicant's Internal Revenue Service 501(c)(3) tax exempt status documentation.

**(6)** The posting of a \$10,000 deposit may be required for the temporary building, structure and/or facility (cash or check). Additionally, an agreement shall be submitted and signed that states the applicant's concurrence with the temporary nature of the permit and the acceptance of the conditions of approval. The deposit shall secure the applicant's obligations to immediately remove the facility.

**(7)** For special events held on City-owned property, provide the required filing fee.

- a. A \$25 fee is required to be paid during time of submittal.
- b. Special Event Applications will be reviewed by City departments impacted by the event, and an estimated cost to the City will be reported to the Planning Department.
- c. A report will be prepared for City Administration.
- d. Where there is a historical precedent, the City will consider waiver of some or all of the fees assessed by the various departments. Section 5, Article 16 of the California Constitution provides that the City may not co-sponsor an event in aid of any religious sect, church or sectarian purpose; or help to support or sustain any school, college, university, hospital, or other institution controlled by any religious creed or church. In the event a fee waiver is approved, the City must be named in promotional material as a co-sponsor of the event and the City logo affixed prominently to the advertisement. A copy of such promotional material must be on file with the City.
- e. Before approval, a cleaning deposit and evidence of insurance may be required.

**(8)** A certificate of insurance and additional insured endorsement form are required for activities/events that occur on City-owned property. Liability coverage that meets the requirements of the Risk Management Department in the minimum amount of \$2,000,000 (each occurrence) / \$4,000,000 (general aggregate) and naming the City of Ontario as additionally insured must be submitted to the Planning Department at the time the application is submitted. The following additional Insured language must be included on the certificate along with the endorsement form: *The City of Ontario, its directors, officials, officers, employees, agents, and volunteers shall be named as additional insureds on Vendor's and its subcontractors' policies of commercial general liability.* Coverage above and beyond the amounts described above may be required as determined by the Risk Management Department.

#### **TEMPORARY WIRELESS TELECOMMUNICATIONS FACILITIES FILING REQUIREMENTS**

The purpose of the temporary wireless communications antenna is to provide for testing to evaluate compatibility with the City's public safety radio frequencies. TUP (Temporary Use Permit) approval shall be subject to the following conditions:

**(1)** The site plan and exterior elevation shall include the following information:

- (a)** All plans shall be fully dimensioned
- (b)** The height of the antenna upon installation;
- (c)** The exact frequency and RF power being used at the site (wattage/DB level); and
- (d)** The location of the tower in longitude and latitude.

**(2)** The Police Department shall be notified at least one week in advance of the commencement of operation of the temporary facility in order to schedule testing. In the event a conflict exists, the facility shall immediately suspend operations until modifications are made to resolve the conflict.

**(3)** The temporary wireless telecommunications facility may remain in place for up to one month from the date of installation. If additional time is needed to resolve any conflicts, the applicant may apply for a time extension of up to two additional months. Should the temporary facility need approval of a height variance, it may remain in place for up to three months.

**(4)** A written agreement with the City and the posting of a \$10,000 deposit (cash or check) shall be required for the temporary wireless telecommunications facility. The agreement shall state the applicant's concurrence with the temporary nature of the permit and the acceptance of the conditions of approval. The deposit shall secure the applicant's obligations to immediately remove the facility in the event that testing of the facility is inconclusive to support approval of the facility.



**(5)** The approval of a temporary wireless telecommunications facility for testing purposes is not to be construed as support from the City's Planning, Police, and/or Fire Departments for a permanent facility.

**(6)** In the event that testing of the temporary wireless telecommunications facility identifies any interference problems with the City's public safety radio frequencies, a meeting with WECA (West End Communications Authority), City of Ontario Planning and Police Departments and carrier representatives shall take place for the purpose of exploring methods to mitigate identified impacts and determining the optimal course of action.

**(7)** Temporary wireless telecommunications facilities located within 500 feet of a residential zoning district shall require the notification of all residential property owners within a 500-foot radius of the temporary wireless telecommunications facility.

**TEMPORARY BUILDINGS, STRUCTURES, FACILITIES, REAL ESTATE SALES AND LEASING, AND RENTAL OFFICES FILING REQUIREMENTS**

The posting of a \$10,000 deposit may be required prior to the approval of Temporary Buildings and Structures; Temporary Facilities; and Temporary Real Estate Sales, Lease, and Rental Offices. The applicant shall be in concurrence with the temporary nature of the permit and the acceptance of the conditions of approval. The deposit shall secure the applicant's obligations to immediately remove the temporary structure/facility.

**MISCELLANEOUS REQUIREMENTS**

**BANNER POLICY:** The fee for hanging a banner is \$150. Banners may be hung on Euclid Avenue at "E" Street for a maximum period of two (2) weeks. The application must be received by the Planning Department a minimum of forty-five (45) days in advance and shall include an original banner or a copy of the banner design for review. Please pick up your banner from Public Works within 14 days after the scheduled removal date. If the banner is not picked up, it will be disposed of after 30 days.

Banners shall be made of canvas-type material, or an approved equal, and be a maximum of 36-feet long and 3-feet wide. At each corner a 10-feet x ¼ inch diameter nylon cord, or equivalent, shall be attached. All banners require snap hook at 24-inch intervals across the TOP and BOTTOM of the banner. A minimum of ten (10) 6-inch half-moon slits in the banner is needed to allow for the passage of air. After approval, please take your banner to: Public Works Agency, 1425 South Bon View Avenue (south of Mission Boulevard, east of Euclid Avenue) (909) 395-2600.

**CLEANING DEPOSIT:** A cleaning deposit in the amount of \$100 may be required upon approval of your event request. It is fully refundable on the second working day after the event, if the public area/facility is left in its original condition. Depending on the scope of the event, a

cleaning deposit above and beyond the amount described above may be required as determined upon review of this application.

**LANE OR STREET CLOSURE:** A Traffic Control Plan is required and is subject to approval by Engineering Staff. If revisions are required, they will be completed by Traffic Engineering and all costs will be applied to the fee for the event. If your event involves a lane or street closure, you must notify local businesses that will be impacted by your plans, no less than one week in advance of the event and proof of notification provided to the City.

• NOTE: All Lane/Street Closures, and any event involving alcohol, require police personnel on an extra-duty basis.

**SAFETY REQUIREMENTS:** Our public safety agencies will be advised of your application and requirements upon their receipt in the Records Management Department. You may be contacted by the appropriate Fire Safety or Police Traffic Division personnel regarding your requirements. The Police Department may assess fees based upon the nature of your event and the requirement for a police presence. A Fire Safety inspection may be required prior to starting your event. At that time, the Fire Inspector shall determine the need for a fire safety stand-by officer. The cost of the fire safety stand-by officer shall be at the applicant's cost. Further information is available through the Traffic Sergeant.