TUP No.____-_____

City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861
Phone (310) 456-2489 · www.malibucity.org

TEMPORARY USE PERMIT APPLICATION

(Events in non-residential zones)

The City of Malibu will not accept incomplete applications.

GENERAL INFORMATION

Please provide complete information. Print clearly.

EVENT ADDRESS:_____

PROPERTY OWNER NAME:_____

PROPERTY OWNER ADDRESS:_____ZIP:_____

OWNER PHONE #:_____FAX #:_____

APPLICANT NAME:_____

APPLICANT ADDRESS:_____ZIP:_____

APPLICANT PHONE #:_____FAX #:_____

E-MAIL ADDRESS:_____

SPONSORING ORGANIZATION NAME:_____

APPLICANT'S RELATIONSHIP TO ORGANIZATION:_____

REVIEW REQUESTED (Check All Applicable Boxes)

Application for Temporary Use Permit for:

☐ Private Event ☐ Parking Event Date: _____

☐ Fundraiser ☐ Carnival / Festival

☐ Other _____

I certify that I am presently the legal owner or authorized agent of the above described property. Further, I acknowledge the filing of this application and certify that all of the information contained within the application is true and current. I also understand that failure to provide truthful and accurate information or to provide public notice as required may result in a delay in processing the application or may cause grounds for revocation of the permit. In addition, I grant permission to the City to conduct site visits necessary to investigate the proposed event. (If the undersigned is different from the legal property owner, then a letter of authorization must accompany this form).

PROPERTY OWNER SIGNATURE	PROPERTY OWNER NAME (PRINT)	DATE
APPLICANT SIGNATURE	APPLICANT NAME (PRINT)	DATE

Fees

TEMPORARY USE PERMIT: $1,071 (Non-Profit) $3,341(For Profit) $6,948 (Road Race)

NAME OF NONPROFIT ORGANIZATION: _____

☐CHECK ☐ CASH ☐☐CREDIT CARD *3.9% Transaction Fee will apply

*2.9% + $0.30 for online transactions

TEMPORARY USE PERMIT- SUBMITTAL CHECKLIST

1. _____Uniform Application
Page 1 of this form signed by the property owner and the applicant. If applicant is an organization, specify the legal name of the organization and the individual applicant's relationship.

2. _____Submittal Checklist
This form, signed by applicant.

3. _____Coastal Development Permit Questionnaire
Refer to page 4 of this application.

4. _____Application Fee(s) or Proof of Non-Profit Status
The discounted application fee are for non-profit organizations only; proof of non-profit status is required at time of submittal.

5. _____Property Owner's Written Permission
Obtain the written permission of the owners of **all properties being used**, other than the site address – e.g. offsite parking locations.

6. _____Site Plan (8 ½" x 11")
Show lot dimensions, access to site, parking areas, valet area, if any, location of all temporary structures, including location of restrooms (200 feet from food stations), food service locations, bar location, utensil and hand washing stations, Water supply (potable water), generators, lighting, fires, candles, step and repeat, media, stage, dance floor, bounce house, Bleachers, trash cans and recycling bins, valet, etc.

7. _____Parking Plan – Proof of Parking Arrangement
- ☐ Written permission from owner of any property where vehicles will be parked
- ☐ Signed contract with valet or shuttle service provider
- ☐ Certificate of insurance from the valet or shuttle service provider
- ☐ Valet or Shuttle route

Note: Valet attendants required to wear high-visibility safety apparel

8. _____Event Signs
Provide the location, dimensions and content of all the proposed event signs.

9. _____Other Agency Permits
May include, but not be limited to, California Transit Authority, Alcohol Beverage Control, LA County Fire Dept. (tents, generators, candles, flames and flammable liquid), LA County Dept. of Public Health (food), LA County Beaches and Harbors, California State Parks and Recreation.

10._____ Written Event Description
Refer to page 5 of this application and provide a **detailed** description.

11. _____Proof of Liability Insurance
For Property and for Service Providers (1 million dollar minimum liability).

12. _____Certified Public Notice Property Owner and Occupant Addresses and Radius Map
- ☐ Microsoft Excel Workbook

  All properties, residential units, and commercial suites within the 500-foot mailing radius shall be provided in a Microsoft Excel spreadsheet. Each distinct address within the radius shall be listed twice, one reflecting the tenant's address and the other reflecting the property owner's address. The project applicant's mailing address should be added at the end of the list. Column headers must include:
  - Street Address 1
  - Street Address 2 (Apartment Unit or Commercial Suite Number)
  - City;
  - State Abbreviation;
  - Five-digit ZIP Code; and
  - Accessor's Parcel Number (APN)

  An additional column for "arbitrary number" may be included if the supplied radius map utilizes such numbers for the purpose of correlating the addressee to their map location.
- ☐ Radius Map (showing a 500 foot radius from the subject property, which intersects all—or a portion—of at least ten developed properties)
- ☐ Certification Letter (signed and dated by the preparer)

  Note: The mailing data is valid for six months from the preparation date.

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13. _____Waste Reduction and Recycling Plan

Applicant shall contract with a City permitted Solid Waste Hauler. (A list of permitted Solid Waste Haulers is available at the public counter and on the City's website.) A Recycling & Disposal Plan and Post-Event Report are required for events with **2,000 or more persons**. By signing this checklist, applicant agrees to submit the Post-Event report within 10 days of end of event.

I hereby certify that the attached application contains all of the above items. I understand that if any of the items are missing or subsequently deficient, the application is not complete, may be rejected, or may constitute grounds for revocation of any permit issued.

_____ _____

APPLICANT SIGNATURE DATE

_____

PRINT APPLICANT NAME

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TEMPORARY USE PERMIT
COASTAL DEVELOPMENT PERMIT QUESTIONNAIRE

The following statements require the response of the event applicant. An event will NOT require a Coastal Development Permit if responses are consistent with the **bold** responses. If any responses are not consistent with the **bold** responses, the event will require a Coastal Development Permit (City of Malibu LCP Local Implementation Plan Section 13.4.9).

1.	The event will occur on, or between Memorial Day and Labor Day If **"No", Statement No. 2 does not apply; skip to #3.**	Yes	**No**
2.	The event will occur on, or between Memorial Day and Labor Day, but will be less than one day in duration (including set up and take down)?	**Yes**	No
3.	The event will occupy some portion of a publicly or privately owned sandy beach or park area; public pier, public beach parking area If **"No", Statement No. 4 does not apply; skip to #5.**	Yes	**No**
4.	The event will occur in a location that is remote, with minimal demand for public use and there is no potential for adverse effect of sensitive coastal resources.	**Yes**	No
5.	A fee will be charged for general public admission / seating. If **"No", Statement No. 6 does not apply.**	Yes	**No**
6.	Respond to each statement that applies:		
	(a) A fee will be charged for general public admission / seating but it is the same fee currently charged for use of the same area (not including booth or entry fees.)	**Yes**	No
	(b) A fee will be charged but it is for preferred seating only and more than 75% of the provided seating capacity will be available free of charge for general public use	**Yes**	No

Staff Use Only

After initial review, the project must meet the following criteria:

1.	The event will result in no adverse impact on opportunities for public use of or access to the area due to the proposed location and or timing of the event either individually or together with other temporary events scheduled before or after the particular event.	Yes	No
2.	There will be no direct or indirect impacts from the event and its associated activities or access requirements on environmentally sensitive habitat areas, rare or endangered species, significant scenic resources, or other coastal resources as defined in this ordinance.	Yes	No
3.	The event has not previously required a coastal development permit to address and monitor associated impacts to coastal resources.	Yes	No

CDP REQUIRED: YES ☐ NO ☐ REVIEWED BY: _____

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TEMPORARY USE PERMIT- EVENT DESCRIPTION

Event date: _____
Event hours: _____
Set-up date / hours: _____
Tear-down date/hours: _____
Number of guests: _____

General Event Description: (Attach additional information if needed.)

Is the subject property located within a homeowners / property owners association? Yes ☐ No ☐
If yes, please list? _____

Will the event be public or private?
☐ Open to the public ☐ Invitation only

Admission fee: ☐ no ☐ yes / amount: _____

Parking: Number of vehicles anticipated: _____
☐ self park / location: _____
☐ valet ☐ shuttle (Please provide proof of valet/shuttle)

Portable restrooms provided? ☐ no ☐ yes

If yes, please identify the portable restroom(s) on the Site Plan.
(Each facility can accommodate up to 50 attendees.)

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If no portable restrooms are provided, please include a letter from the Onsite Wastewater Treatment System's Designer, indicating the system can accommodate the proposed crowd. This letter will be reviewed by the City of Malibu Environmental Health Administrator for an additional fee of $404.

Temporary structures: ☐ no ☐ yes
If yes, number/type/size: _____

Will alcohol be served? ☐ no ☐ yes

Music: ☐ none
☐ acoustic only / describe: _____
☐ amplified / describe: _____
☐ location(s)_____
☐ hours _____

Temporary lighting: ☐ no ☐ yes (if yes indicate the location on the site plan)
Number/type/watts/lumens: _____

Will this event be advertised? ☐ no ☐ yes where: _____

Pyrotechnics / fire ☐ no ☐ yes describe: _____

Indemnification clause

The property owners, and their successors in interest, shall indemnify and defend the City of Malibu and its officers, employees and agents from and against all liability and costs relating to the City's actions concerning this project, including (without limitation) any award of litigation expenses in favor of any person or entity who seeks to challenge the validity of any of the City's actions or decisions in connection with this project. The City shall have the sole right to choose its counsel and property owners shall reimburse the City's expenses incurred in its defense of any lawsuit challenging the City's actions concerning this project.

PROPERTY OWNER SIGNATURE	PROPERTY OWNER NAME (PRINT)	DATE

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TEMPORARY USE PERMIT- RECYCLING AND DISPOSAL PLAN

The City of Malibu requires that this Recycling & Disposal Plan be submitted at least **30 days** before the start of any event, including the set-up day(s) for the event. Any large venue or event must plan for the removal, disposal, and diversion of, and reporting of all recyclables, organic waste, and solid waste. It is required that 50% of all materials be diverted from landfills. Each event is required to account for all materials removed from the site and submit a post-event Recycling & Disposal Report along with hauling receipts from each landfill, facility or vendor to the Environmental Sustainability Department.

1	**Event Name**		**Event Date(s)**		
1a	**Venue Name**				
2	**Venue Location/Address**				
3a	**Contact Name**		**E-Mail Address**		
3b	**Contact's Mailing Address**				
3c	**Contact's Phone #**		**Cell #**		
3d	**Contact's Fax #**				
4	**On Location Contact**		**Cell #**		
5	**Description of Event**				
6	**Estimated Number of Attendees and Volunteers**				
7	**Set-Up Date(s)**		**Breakdown Date(s)**		
8	**Event Start Time**		**Event Ending Time**		
9a	**Number of Vendors**				
9b	**Type(s) of Vendors (describe)**				
9c	**Food & Beverage Vendors** *Must use recyclable and/or compostable food ware/packaging; Prohibited items include plastic shopping bags, polystyrene products, plastic/bioplastic straws, stirrers, and cutlery.	**Type(s) of Straws, Stirrers, Cutlery**			
		Type(s) of Serve and Take-out Containers (plates, bags, etc.)			
		Type(s) of Beverage Containers			
11	**Solid Waste Hauler** *Must hold a current permit for solid waste hauling within the City of Malibu				

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12	**a. Number & Size of Waste Containers**_____ **b.Number & Size of Recycling Containers** _____ *There must be at least one (1) recycling container placed next to each waste container. **c. Number & Size of Organic Waste Recycling Containers**_____ *If organic service not needed because <20 gallons of food waste generated during the event, provide explanation.	
13	**Describe frequency that all containers will be picked up (during and after the Event)**	
14	**Describe how you will divert reusable and recyclable materials**	
15	**Describe how containers for recyclables will be distributed throughout the Event**	
16	**Describe how litter from Event will be prevented in parking area and from leaving the site**	
17	**Explain how 50% of all materials will be diverted**	
18	**Additional Information**	

Submit **Completed Plan** to:

City of Malibu
Environmental Sustainability Department
Attn: Environmental Programs Staff
23825 Stuart Ranch Road
Malibu, CA 90265

Any Questions: call (310) 456-2489 or after business hours (805) 732-9433

Staff Use Only

Date Received:_____ ☐Complete Or ☐Incomplete Reviewed By: _____

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TEMPORARY USE PERMIT- RECYCLING & DISPOSAL REPORT

Event Name: _____ TUP No. _____

Event Physical Address: _____ Contact E-Mail: _____

Contact Name: _____ Contact Phone: _____

Company/Organization Name: _____ Fax: _____

AB 939 Goal Requirement: Reduce quantity of materials disposed at landfills by 50% or more. Report is due within 10 days of end of Event.
Columns A, B, C: List quantities **reused, recycled, or disposed** for each material type in tons.
Column D: List total quantities (A + B + C) of **waste** in tons (visit http://www.calrecycle.ca.gov/LGCentral/Library/dsg/ApndxI.htm for a conversion worksheet). Multiply pounds by 0.0005 to convert pounds to tons.
Column E: State the **name of all vendors or facilities** used (see example below).

Material Type Indicate quantities ***(in tons only)*** for materials listed below.	**A** Quantity **Salvaged** or **Reused**	**B** Tons **Recycled**	**C** Tons **Landfilled**	**D** Total Tons **Generated** **(A + B + C = D)**	**E** **Material/Facility Final Destination(s)** *Designate each* ***(S)***= *Salvaged* ***(R)***= Recycled ***(D)***=Disposal
EXAMPLE ONLY: **Cardboard**		.5	1.5	2 tons	(R) Best Recycling, Co. (D) Dump Your Trash Landfill
Metals: Aluminum, Tin, Steel, etc.					
Glass (all)					
Paper (mixed)					
Plastics (all)					
Other Recyclable Materials					
Food Scraps					
Cooking Oil/Grease					
C & D: other debris					
Asphalt, Concrete, Bricks					
Salvage Items: (fixtures, sets, etc.)					
Dirt; Clean Fill					
Wood, Pallets, Crates, etc.					
Landscape Debris (brush, trees, etc.)					
Greenwaste					
E-Waste: Batteries, cell phones, TV, misc.					
Garbage/Trash					
Column Totals					

Complete the following with the column totals to determine if you succeeded in **diverting 50%**

(A _____ **+ B** _____ **)** divided by **D** _____ **=** _____ **X 100 =** _____ **%**

If the above Percentage is less than 50%, *explain why*: _____

Print Name: _____ Signature: _____ Date: _____

Staff Use Only
Date Received: _____ ☐Approved Or ☐Denied
Reviewed By: _____

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