



TEMPORARY USE PERMIT (TUP) SUBMITTAL CHECKLIST AND PROCESS

Planning intake appointments are required to submit all Planning entitlements. Appointments can be made by calling the Planning Division at (650) 329-2496 ext. 6, option 2 or by emailing planningintake@palocalto.gov.

Prior to making an intake appointment, upload all required documents as a Pre-application (Pre-app) through the City's [Online Permitting Services](#) portal. Directions on creating an account and submitting a Pre-app are available at bit.ly/paloaltoOPS. Please note, the account used for the Pre-app will be the main contact and uploader for the entirety of the Planning project. Applications must contain a minimum of information to be accepted (18.77.020).

If not already completed for the proposed project, you are **strongly encouraged** to discuss the proposed plans with adjacent neighbors prior to application submittal.

WHAT IS A TEMPORARY USE PERMIT?

A Temporary Use Permit (TUP) is a permit process that allows the Director of Planning and Development Services 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 (45) 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 three (3) weeks to complete.** All applications are processed in conformance with [Section 18.42.050](#) of the Palo Alto Municipal Code.

APPLICATION PROCEDURE

STEP 1: Start the TUP process by obtaining/creating the following items:

☐ PLANNING APPLICATION FORM

- [Application form](#) is available at bit.ly/PAPlanningforms, ensure completion of items 1-5
- Application cannot be accepted without a property owner's signature
- For projects on Stanford land, a signed approval form with plans stamped and approved by Stanford Management Company shall be included with the application form
- Title the PDF document "C1[insert address]APPLY.pdf", per the [OPS Submittal Guidelines](#).

☐ WRITTEN PROJECT DESCRIPTION

The project proposal will be reviewed by City department representatives and others who have not had the benefit of meeting with the applicant. Therefore, the description should be thorough. 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. Include the project description in a single pdf, titled "C1[insert address]DOCS.pdf".

☐ ELECTRONIC PLAN SET

- A [Parcel Report](#) (search for address to confirm zoning designation)
- Include Site Plan and Floor Plan Drawings:
 - Draw to fill the page at 1/4 inch or 1/8 inch scale
 - Add bar scale and north arrow shown on all sheets
 - Show location of all existing structures, and clearly indicate area of the property where temporary structures or activities are to be located. Google aerial maps can be helpful
 - If the proposed use is within a building, show the proposed activities on the floor plan.

- c. Plans shall be in PDF format for posting on the City's website, shall be in one file, and optimized for printing to 11 inch by 17 inch paper. Revised electronic plan sets shall be provided as needed
- d. Title the PDF plan set "C1[insert address]PLAN.pdf", per the OPS Submittal Guidelines.

STEP 2: Upload project documents to the City's Online Permitting System (OPS) and schedule an intake appointment. See the green box above for details. During your intake appointment, the planner will determine if all of the submittal requirements have been met. Incomplete applications will not be accepted.

☐ **APPLICATION FEES**

During your intake appointment the planner will notify you to pay fees online through the OPS portal. See fee schedule at bit.ly/PAFeeSchedule. Staff review does not start until fees are processed.

STEP 3: Resubmittals (if required): After the review Cycle 1 (initial submittal) comments have been addressed, applicant will upload resubmittals and/or additional materials through the [OPS portal](#), using the red "resubmit" button.

CITY REVIEW AND DECISION PROCEDURE

Temporary Use Permits are acted upon as follows:

- The application review period is approximately three weeks after the intake appointment. Applications are assessed by various City departments (i.e. Planning, Fire, Police, etc.) for permit requirements and conditions.
- The Director of Planning and Development Services or their designee considers the departmental comments and makes a decision on the application. They 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.
- A letter of decision will be emailed to the Primary Contact as identified on the application form.
- Most projects will require a Building Permit and Fire Department approval, including associated inspections, prior to start of the event.

Useful Weblinks & Information

Palo Alto Municipal Code

- bit.ly/PAZoningCode

Planning Application and Fee Schedule
(updated annually)

- bit.ly/PAPlanningforms

Request a Parcel Report

- bit.ly/PAParcelReports

Palo Alto Online Permit Services

- <https://bit.ly/paloaltoOPS>

Palo Alto OPS Submittal Guidelines

- <https://bit.ly/paloaltoOPSGuidelines>

Accela Citizen Access Portal

- <https://bit.ly/PaloAltoACA>