



TEMPORARY USE PERMIT APPLICATION OUTDOOR ACTIVITY AREAS

Planning Division: 714.754.5245 | planninginfo@costamesaca.gov

Address: _____
Business Name: _____
Applicant: _____
Contact information: Phone: _____ Email: _____
Property Owner name: _____
Contact information: Phone: _____ Email: _____

Area to be used: Parking lot Public right-of-way

A detailed site plan, depicting the location of the outdoor activity area, is required to be attached. In addition, include the following information on the site plan: dimensions of the outdoor area, vertical barrier type and location, tent/canopy location including total square footage, distance of the tent/canopy from existing building(s) and surrounding property lines, any umbrellas or other shade structures, and any ground coverings such as astroturf. Attached site plans can be modified for your use.

Tents, canopies, or other shade structures:

Yes, I will be using a tent Tent size: _____ No, I will not be using a tent

Approval parameters: General (applies to all)

- All temporary outdoor activity areas shall observe State and local health guidelines and requirements for your type of business; refer to covid19.ca.gov for the most up-to-date health guidelines from the State and ohealthinfo.com for local guidelines from the County of Orange. A temporary use permit **CANNOT and will NOT** be issued if in conflict with State or County of Orange health guidelines and mandates at the time of applying for the temporary use permit
- Temporary outdoor activity areas are restricted to serving existing, on-site businesses
- Temporary outdoor activity areas on a property within 200 feet of a residential zone to be closed between 11 PM and 6 AM
- A contact phone number so any noise concerns can be reported to the business owner or her/his representative must be posted in the area
- No music or other sound amplification is permitted in the outside area nor is it permitted to be audible outside the businesses' premises
- A minimum 4-foot-wide pedestrian access is required to accommodate wheelchairs
- **Any temporary improvements – such as tents or canopies – shall be removed and all temporary outdoor activities shall be discontinued by January 21, 2021 unless the City Council extends Urgency Ordinance No. 2020-16**

Parameters specific to private parking lots:

- Only parking areas and/or driveways abutting the business or access to the business shall be permitted to be converted to temporary outdoor activity area – no satellite activity areas or crossing of active drive aisles would be permitted unless otherwise approved by staff
- Clearly visible safety barriers (such as planters and other vertical barriers) are required so drive aisles/access for drivers is clearly visible – including in the evening hours
- Temporary outdoor activity areas must allow for adequate vehicular circulation
- Use of shared parking lots for temporary outdoor activity areas should be closely coordinated with landlords and/or other users
- Any shade structures, canopies or tents will require typical Fire Department and Building Division approval prior to installation. A temporary use permit will **NOT** be issued until the tents or canopies have been issued a permit by the Fire Department AND Building Division (Note: each review is separate from each other). Contact the Fire Department (firedepartment@costamesaca.gov) and the Building Division (buildingpermit@costamesaca.gov) for tent permit submittal requirements.

- Accessible parking spaces including the access aisle and accessible path of travel must be maintained; no outdoor area may encroach or obstruct the accessible parking spaces, access aisle, or path of travel

Parameters specific to public rights-of-way:

- Temporary outdoor activity area shall be adjoining or in immediate vicinity to the business it is serving
- A minimum 4-foot-wide pedestrian access is required to accommodate wheelchairs
- Pedestrian or vehicular ingress/egress to the subject and/or other businesses may not be obstructed
- An encroachment permit shall be obtained before the establishment of temporary outdoor activity areas in public rights-of-way; contact the Public Services Department at either 714.754.5323 or permits-ps@costamesaca.gov
- Umbrellas only will be permitted; no canopies or tents will be allowed within public rights-of-way

Additional information regarding the operation may be submitted on a separate sheet/page.

By signing this application, the business and property owners acknowledge that they will comply with the above parameters as well as the limitations of the dining patio as shown on the approved site plan. Failure to comply or causing impacts on neighboring residents could be a basis for summarily revoking this temporary use permit.

Business Owner signature and date: _____

Property Owner signature and date: _____