



File # \_\_\_\_\_

Encompass # \_\_\_\_\_

**City of Gilroy**  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION  
7351 Rosanna Street, Gilroy CA 95020  
(408) 846-0451 (408) 846-0429 (fax)  
[www.cityofgilroy.org](http://www.cityofgilroy.org)

**Temporary Use Permit Application**

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**1. Applicant/Owner Information**

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

**I hereby certify that the information in the application package submitted is complete and correct to the best of my knowledge:**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ E-mail \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone \_\_\_\_\_

Owner Address \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner/Management Phone Number: \_\_\_\_\_ E-mail \_\_\_\_\_

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**2. Property Information**

Zoning designation: \_\_\_\_\_ Assessor's Parcel Number: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

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**3. Proposed Use Information**

Hours and days of Operation: \_\_\_\_\_

Number of Employees \_\_\_\_\_

Detailed description outlining the proposed use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. **Filing fee** (see Planning Application Fee Schedule)

5. **Submittal Requirements**

- A. Site plan of a suitable scale and clarity to include
  - 1. Property dimensions
  - 2. Location and dimensions of existing buildings and improvements
  - 3. Layout of the proposed use including such things as activity areas, tables, booths, displays, portable toilets, electrical connections, etc.
  - 4. Written approval of the property owner.

**PLEASE NOTE**

**If this application is approved, a City of Gilroy Business license is required**

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**PLANNING DIVISION USE ONLY**

Date Filed: \_\_\_\_\_ Fees: \_\_\_\_\_ By: \_\_\_\_\_

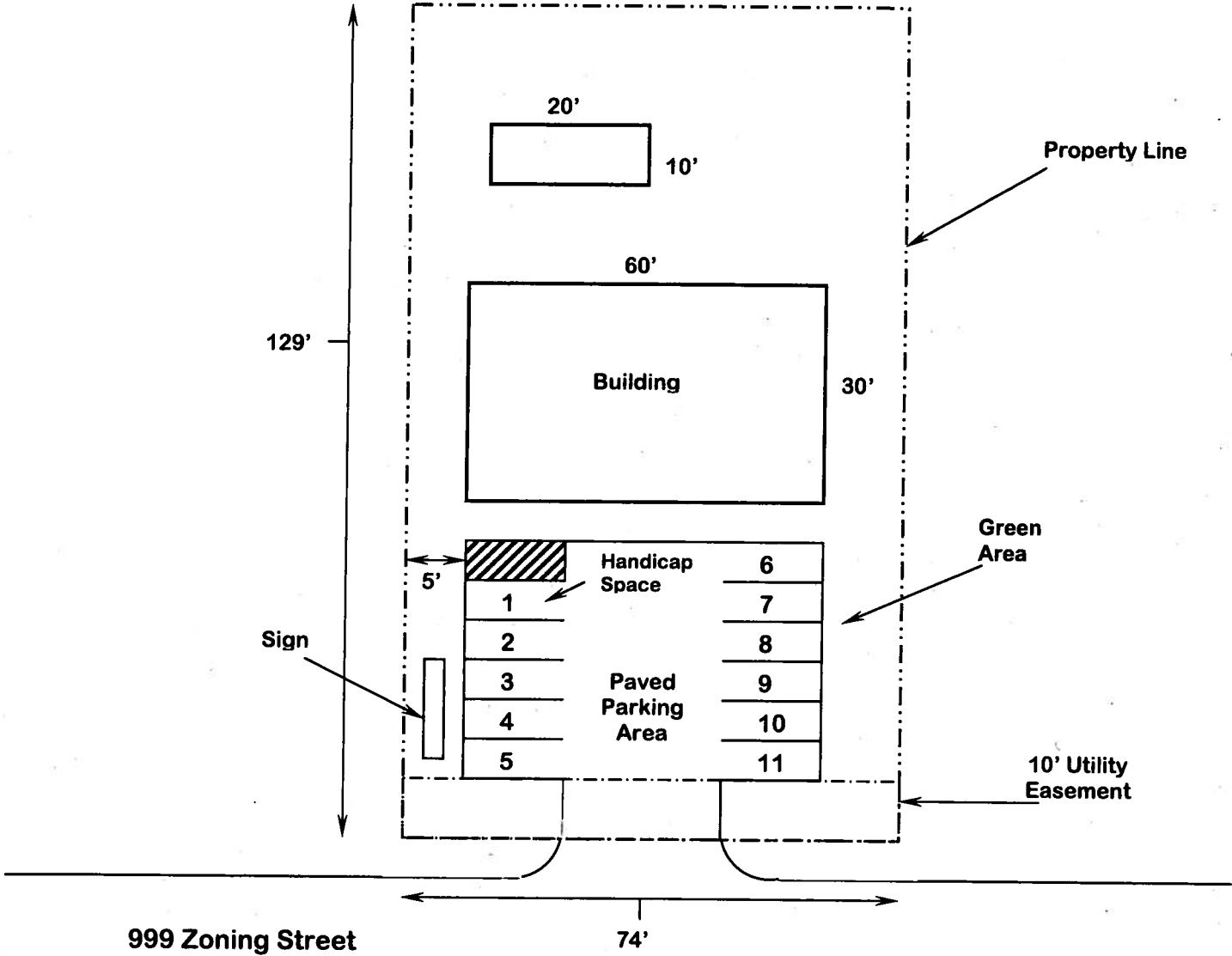
Notes/Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Temporary Use Permit -Site Plan Example**



**In addition to above:**

Layout of the proposed use including such things as activity areas, tables, booths, displays, portable toilets, electrical connections, etc.