

What is a Temporary Conditional Use Permit?

Temporary Conditional Use Permits (TCUP) are applied when a business or organization wants to have a short-term use on a site. The City of Visalia recommends submittal of a TCUP application as early as possible (minimum 5 weeks prior to set up for Christmas Tree lots).

Temporary Conditional Use Permits may be processed as administrative matters by the city planner and/or planning division staff. However, the city planner may, at his/her discretion, refer such application to the planning commission for consideration.

When is a TCUP required?

- Temporary carnivals, circuses, craft fair for kids and similar events
- Parking lot sales, firework sales, pumpkin patches/sales, Christmas tree lots
- Model homes, temporary sales offices, temporary construction trailers
- Temporary banners and signage for non-profit events
- Roadside stands, such as fruit stands (Please see "Additional Requirements for Seasonal Sales")
- Outdoor food services such as hot dog carts, taco trucks, espresso carts, shaved ice stands, etc.
- Temporary use of public right-of-way

Regulations for TCUP's Section 17.38.070

1. Conditional use permits granted shall be for a fixed period not to exceed thirty (30) days for each temporary use not occupying a structure, including promotional enterprises, or six months for all other uses or structures.
2. Ingress and egress shall be limited to that designated by the planning division. Appropriate directional signing, barricades, fences or landscaping shall be provided where required. A security officer may be required for promotional events.
3. Off-street parking facilities shall be provided on the site of each temporary use as prescribed in Section 17.34.020.
4. Upon termination of the temporary permit, or abandonment of the site, the applicant shall remove all materials and equipment and restore the premises to their original condition.
5. Opening and closing times for promotional enterprises shall coincide with the hours of operation of the sponsoring commercial establishment. Reasonable time limits for other uses may be set by the city planner and planning division staff.
6. Applicants for a temporary conditional use permit shall have all applicable licenses and permits prior to issuance of a conditional use permit.
7. Signing for temporary uses shall be subject to the approval of the city planner.
8. Notwithstanding underlying zoning, temporary conditional use permits may be granted for fruit and vegetable stands on properties primarily within undeveloped agricultural areas.

Additional Requirements for Seasonal Sales

- In reviewing applications for such stands, issues of traffic safety and land use compatibility shall be evaluated and mitigation measures and conditions may be imposed to ensure that the stands are built and are operated consistent with appropriate construction standards, vehicular access and off-street parking. All fruits and vegetables sold at such stands shall be grown by the owner/operator or purchased by said party directly from a grower/farmer.
- For fruit stands and similar seasonal sales/events, the proposed site layout with access and parking needs to be reviewed through the **Site Plan Review** process.

What Do I Need to Apply?

For Seasonal Events and Events in Parking Lots:

- **TCUP application***
- **Notarized agency authorization** form from property owner.
- Brief **operational statement** describing event, hours of operation, etc.
- **Site plan** depicting how site will be set up, points of ingress and egress, location of various activities, on-site parking, etc. Please include a north arrow.

***Fee due at time of application submittal. Other fees may apply.**

NOTE: Events which use or may impact any public property or facility must first go through the Special Events Committee.

Requirements for Non-Profit Advertising Signage

- **TCUP application**
- **Notarized agency authorization** form from non-profit agency naming specific agent authorized to sign legal documents for permit.
- A current copy of the organization's **501 non-profit status**.
- **Sign location list** indicating where the signs will be placed (NE corner of X and Y street).
- A **picture or drawing** of the sign including dimensions and content.

Additional Regulations for Non-profit Advertising Signage

- The sign content must include the name of the nonprofit organization sponsoring the event.
- Signs may not be placed in the public right-of-way
- All signs must be removed no later than seven (7) calendar days following the event.
- Signs may not be attached to trees, fence posts or utility posts and one (1) sign is allowed per parcel.
- Signs shall not obstruct sight line visibility at intersections.
- Must comply with all local, state and federal laws, City of Visalia codes, standards, regulations, conditions and requirements.

Disclaimer: This pamphlet was prepared in reference to Title 17.38.070 (Zoning Ordinance) of the City of Visalia Municipal Code which is regularly updated. The pamphlet is intended to provide general guidance and information; it is the user's responsibility to check that the information given in this pamphlet remains in accordance with any changes that may have been made to the Visalia City Ordinance Code. For more information, explanation, or assistance, please visit the Planning Division at the City of Visalia's website or call the Planner's Hotline at 559-713-4359.

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TEMPORARY CONDITIONAL USE PERMIT (TCUP)

CHAPTER 17.38.070

ZONING ORDINANCE

VISALIA MUNICIPAL CODE



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