



CHECKLIST AND GUIDELINES FOR Administrative Conditional Use Permit

Community Development Department – Planning Division

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The City of Covina requires sponsors of temporary, occasional activities conducted outside of buildings in commercial, industrial, school, residential and other areas to receive an Administrative Conditional Use Permit (ACUP). Typical functions that require an ACUP include:

1. Temporary Fund-Raising Activities such as but not limited to K-run, K-walk, car show, carnival, etc., when sponsored by a civic, religious, educational, fraternal or charitable organization. Such activity does not exceed three total days of operation per nonprofit organization within a six-month period
(Application must be submitted at least 60 days prior to the schedule event)
2. Promotional Sales Activities
 - a. Such activity does not exceed ten (10) consecutive days of operation within a six-month period and is a temporary extension of the store’s normal retail sales upon the same premises of a shopping center
 - b. Such activity does not exceed three (3) consecutive days of operation within a three-month period and conducted at a neighborhood shopping center, and the product being sold is not sold by any retailers in the shopping center
3. Seasonal Sales Activities
 - a. Where said activities do not exceed three days of operation within any three-month period when conducted as an advertising feature in connection with a retail commercial business
 - b. Certain seasonal activities which occur only once during the year such as Christmas tree lot/pumpkin patch may be conducted for a period not to exceed fourteen (14) consecutive days within a twelve-month calendar period
4. Special public or quasi-public events such as Bingo and Monte Carlo nights

SECTION 1: FILING REQUIREMENTS

- Administrative Use Permit (ACUP) Application Form & Questionnaire
- 3 copies of a Site Plan, 1 flash-drive
- Filing Fees
- Certificate of Liability and/or Workers’ Compensation Insurance and Indemnity and Hold Harmless Agreement

SECTION 2: FEES & COSTS PER COUNCIL APPROVED FEE SCHEDULE

- Administrative Conditional Use Permit..... \$1,869.00
The fee for fundraising events held by civic, religious, fraternal and educational organizations may be waived, if a copy of non-profit 501(c)(3) is provided
- Additional fees/costs based on the proposed temporary/special event may be charged
 - Public Works Department – Engineering
 - Public Works Department – Environmental Services
 - Police Department

SECTION 3: SAMPLE SITE PLAN FOR EVENT AND EQUIPMENT LAYOUT

Draw a general layout of your event below that should include the following (see attached sample site plan):

- An outline of the event site including names of streets or areas surrounding the event. If the event involves a moving route (such as a parade or race), indicate a direction of travel
- Any street closures and/or parking tow zones

- Location of fencing, barriers or barricades
- Location of staff
- Location of all stages, platforms, tents, booths, events activities/attractions, etc.
- Cooking area configuration including location of flammable gases and barbecue grills
- Location of trash receptacles and recycling bins
- Location of portable toilets/restroom facilities
- Location of first-aid facilities
- Generator locations and/or sources of electricity
- Placement of vehicles or trailers used for the event
- Anticipated parking locations (staff and attendees)
- Placement of promotional signs or banners

Guidelines for Obtaining an Administrative Conditional Use Permit

The purpose of the Administrative Conditional Use Permit (ACUP) process is to ensure such temporary or special events or activities are safe and do not significantly disrupt the welfare of surrounding residents and businesses. Planning a successful event or activity involves cooperation and participation from many people, including City of Covina employees. City staff will begin reviewing your application once it is submitted to the Planning Division. You can help speed the process along by completing your ACUP application and Questionnaire in full before submitting it for review. Your application will be circulated to affected department and division heads who may contact you for clarification or additional information. Event or activity organizers recognize the benefits of planning ahead and keeping everyone informed. The ACUP application and questionnaire will help you identify equipment, services and activities early in the planning stages to help minimize last minute surprises that could be a problem for you or your organization. The below guidelines will assist you through the ACUP process.

1. Applicant/event organizer is encouraged to have early consultation with Planning Division staff of the proposed temporary or special event or activity. The purpose of early consultation is to ensure that the applicant is familiar with the ACUP process and requirements and to resolve any matters with City staff, business/organization personnel, etc.
2. Applicant submits a completed ACUP application and questionnaire to Planning Division **at least thirty (30) days**, prior to the schedule activity. For communitywide special event or activity such as, but are not limited to, carnival, car show, etc., which may have an estimated attendance of over 100 and plus, the applicant shall submit the ACUP application and questionnaire **at least sixty (60) days** prior to the schedule event.
3. Scaffolding, bleachers, or other structures that might collapse and cause an injury will require a building permit from the City Building and Safety Division. Flammable materials (e.g. tent) or cooking equipment will require the approval of the Los Angeles County Fire Department (Public Information Desk: 323-881-2411).
4. For Christmas Tree Lots, and Tent Sales within shopping centers, the applicant should review the Los Angeles County Fire Department Handout for additional requirements.
5. Besides the Administrative Conditional Use Permit, additional City permits may be required for such matters as a trailer placement, temporary electrical and/or water hookup, and banner or temporary signage installation. If any food and/or alcoholic drinks will be served at the temporary event or activity, then approval will be needed from, respectively, the County Health Department and/or the State Department of Alcoholic Beverage Control (ABC). Contact those agencies for their requirements and permit procedures.

(County of Los Angeles Department of Public Health: 888-700-9995)

(ABC – Southern Division: 562-402-0659)

6. Upon a review of the ACUP application and questionnaire and any information and/or site plan submitted with the application, City staff may require additional information to assist staff's review. City staff will provide a list of the required additional information to the Applicant if the application is found to be incomplete.
7. Once the application is found to be complete, City staff will make the determination whether the proposed temporary event or activity will be conducted in an adequate, safe, and functional manner with respect to the above noted areas/departments. The Planning Division will formally approve the permit and notify the applicant within (10) calendar days from the date the application is found to be complete. The City may impose reasonable conditions necessary to protect the public health, safety, and welfare.
8. **Because of Covina's public safety resource limitations (i.e., the Police Department cannot serve an unlimited number of events on a particular single day), the City may not be able to approve certain ACUP requests unless changes in dates are made. This is another reason for the early consultation with the Planning Division staff about your proposed temporary event or activity as well as picking up an application as early as possible.**
9. **Failure to obtain an administrative conditional use permit or any related permit in conjunction with an above-described temporary activity is a misdemeanor and the operator is subject to citation and fine.**

NOTES (for applicant to use):