



Temporary Administrative Conditional Use Permit

NO:

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

SUBMITTAL CHECKLIST

A Temporary Administrative Conditional Use Permit (TACUP) for the temporary placement of a moving & storage POD will require the following items:

1. A complete and signed application for a Temporary Administrative Conditional Use Permit (TACUP).
2. The Temporary Administrative Conditional Use Permit (TACUP) approval shall become effective on the date of issuance for no longer than 21-days. If additional time is needed, the applicant can request one (1) additional extension for an additional 15-days.
3. Provide written authorization/approval by the property owner/landlord of proposed location/placement of temporary storage/moving POD.
4. Provide two copies of an 8.5”x11” Site Plan showing the following:
 - All buildings, structures, parking spaces, drive aisles, and driveways.
 - The location and dimensions of the temporary storage/moving pod.
 - Temporary PODS must be located on a driveway/paved surface area. ***Cannot be placed on landscaped area.***
5. Where applicable, site plan must show temporary POD will not block existing accessible parking stalls, paths of travel, or building entrances and exits (i.e. apartment buildings, condominiums, etc.)
6. Where applicable, must maintain Fire Department access and right of way.
7. Temporary PODS are not permitted in the Public Right-of-Way.
8. A filing fee of \$10.00 shall be applied.

APPLICANT INFORMATION

Name:

Street Address:

Unit No.

City/Zip

Phone

Email

Property Owner/Landlord Name (Print):

Contact No.

Description of Temporary Activity:

Date(s) of Temporary

Beginning Date:

End Date:

Activity:

STAFF USE ONLY

Date Received:

Received by:

Fees:

Receipt No:

Approved by:

SAMPLE PLOT PLAN

