



# TOWN OF COLMA TEMPORARY USE PERMIT APPLICATION

## Application and Fees (payable to Town of Colma) for:

- Tier 1 Temporary Use Permit \$50.00
- Temporary Use Permit \$280.00

Existing Zoning Designation of the Project Site: \_\_\_\_\_

Describe Temporary Use (attach diagram showing the location):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed date(s) of Temporary Use: \_\_\_\_\_

Property Address: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_ (found on property tax bill)

### Applicant

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Property Owner/Property Manager (if different than applicant)

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

**This section to be completed by the Planning Division.**

*Application Submittal Checklist:*

*Date Rec'd Stamp*

\_\_\_\_\_ Fee: \$ \_\_\_\_\_

\_\_\_\_\_ Diagram

Planning Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Town of Colma Planning Division is open Monday - Friday – 8 am to 5 pm**  
**1190 El Camino Real, Colma, CA 94014**  
**Telephone: (650) 757-8888 FAX: (650) 757-8890 Email: [planning@colma.ca.gov](mailto:planning@colma.ca.gov)**

# TEMPORARY USE PERMIT INFORMATION

## Tier 1 Temporary Uses:

- *Outdoor Sales Event in the Commercial Core* (Maximum of five consecutive days and not more than one every three calendar months)
- *Promotional Event* (Maximum of five consecutive days and not more than one per calendar year at any location.) Hours for the event must be between 7:00 am and 10:00 pm. Events starting before 7:00 am or ending after 10:00 pm require a Tier 2 Temporary Use Permit.)
- *Temporary Storage of Merchandise* (Not to exceed 45 days in a calendar year. Storage container must not be visible from public roadway and must not occupy any required parking spaces, or else a Tier 2 Temporary Use Permit is required.)
- *Construction Yard without Office or Overnight Facilities*
- *Other temporary uses which meet the criteria for Tier 1* (At discretion of Zoning Administrator)

## Tier 2 Temporary Uses:

- *Outdoor Sales Event Outside of the Commercial Core*
- *Construction Yards with Office or Overnight Facilities*
- *Christmas Tree Lots and Pumpkin Patches* (May be conducted for a period of not more than 45 consecutive days in a calendar year)
- *Outdoor Produce Markets* (May be conducted once a week for not more than 25 weeks)
- *Indoor Seasonal Sales* (May be conducted in a vacant commercial space for no more than 45 days in a calendar year)
- *Overnight facilities or Residential Trailers*
- *Promotion of Sales Events* (Maximum of five consecutive days and not more than one every calendar year at any location. If hours for the event are between 7:00 am and 10:00 pm, only a Tier 1 Temporary Use Permit is required.)
- *Business or Sales Office*
- *Other temporary uses which meet the criteria for Tier 2* (At discretion of Zoning Administrator)