



# TOWN OF COLMA TEMPORARY PERMIT APPLICATION FORM

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

- Tier 1 Temporary Use Permit \$70.00
- Tier 2 Temporary Use Permit (Initial) \$1,000.00
- Tier 2 Temporary Use Permit (Recurring) \$500.00

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.: \_\_\_\_\_ (can be found on property tax bill.)

**Applicant**

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

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

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

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

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

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

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

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

Authorized Owner/Manger Signature: \_\_\_\_\_

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

*Application Submittal Checklist:*

*Date Rec'd Stamp*

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

**The Town of Colma Planning Department is open Monday – Friday – 8 am to 5 pm  
1198 El Camino Real, Colma, CA 94014  
Telephone: (650)-757-8888, FAX (650) 757-8890**

# TEMPORARY USE PERMIT INFORMATION

## Tier 1 temporary uses:

-*Outdoor Sales Event in the Commercial Core* (Maximum of 5 consecutive days and not more than one 1 every three 3 calendar months)

-*Promotional Event* (Maximum of five 5 consecutive days and not more than one 1 every calendar year at any location. Hours for the event must be between 7:00 am and 10:00 pm. Events occurring before 7:00 am or 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 5 consecutive days and not more than one 1 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)

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