

PLANNING & DEVELOPMENT DEPARTMENT



Temporary Use Permit Application Form

FILE NO.: _____

The following is an application that is required to be completed and submitted with all Temporary Use Permit applications. Temporary Use Permits for outdoor events, such as sidewalk sales, grand openings, etc. require a two day review period by City Hall. However, over-the-counter approval can be made for these events when the following conditions exist:

- ❖ *The outdoor event is located entirely on a private sidewalk and is immediately in front of the business sponsoring the event; and*
- ❖ *All the conditions of approval in the attachment can be made.*

If you feel that you meet the above requirements, you may request an over-the-counter approval.

Planning & Development Department processing fee of \$64.00 is required.

TO BE FILLED OUT BY THE APPLICANT:

- A. Contact Person _____ Telephone No. () _____
- B. Address: _____
- C. Business Name: _____
- D. Address of the event: _____
- E. Dates requested for the proposed event: _____
- F. Hours of the Day proposed for the event: _____
- G. Business License Number: _____
- H. Description of the event (be very detailed): _____

- I. Items to be sold: _____

- J. Special Equipment for Sidewalk Sales Only:

Yes	No	Item	
☐	☐	Special Lighting	_____
☐	☐	Band, DJ, or Stereo equipment	_____
☐	☐	Tents or Canopy	_____
☐	☐	Cooking Facilities/Food Dispensing	_____
☐	☐	Platforms or stages	_____
☐	☐	Roof-top Balloons	_____
☐	☐	Tethered Helium Balloons	_____
☐	☐	Feather Flyers/Flags	_____
☐	☐	Other	_____

Subject to Condition of Approval # 15 on Page 2.

TO BE COMPLETED BY CITY STAFF:

- A. Zoning of the Subject Site: _____
- B. Comments: _____
- C. Approval Granted By: _____ Date: _____

Questions? Contact the **Planning Division** at 951 736-2434



PLANNING & DEVELOPMENT DEPARTMENT

Temporary Use Permit Sidewalk Sale/Shade Structure

CONDITIONS OF APPROVAL

Condition Required

Condition Description

- [] 1. The rights granted pursuant to this approval shall be exercised on _____ to _____, or otherwise this approval shall lapse.
- [] 2. The proposed sidewalk sale shall be operated between the hours of _____ to _____ (not applicable to temporary shade structures for auto dealers).
- [] 3. The project is required to be in compliance with all applicable codes and ordinances.
- [] 4. The development of the sidewalk sale/shade structure shall be in conformance to the site plan that is indicated in the attachment.
- [] 5. The applicant shall be required to restore the site to a clean condition within 24 hours after the conclusion of the final date of each event.
- [] 6. The applicant shall maintain an unrestricted four (4) foot wide or greater pedestrian and handicap walk-way on the subject sidewalk at all times. In no instance shall the outdoor display be organized that it requires pedestrians to walk out onto any drive lanes.
- [] 7. All doorways, handicapped access ramps, loading zones, and fire lanes/doors must be unobstructed and open at all times during the proposed sale and erection of the temporary shade structure.
- [] 8. The shade structure shall be placed in an area where vehicles are displayed on a daily basis and shall not obstruct required customer parking areas, drive aisles, or any access designed for public safety.
- [] 9. Banners, balloons, flags, and other attraction devices may not be mounted to any portion of the shade structure. Vendors not associated with the dealership's sales staff may not occupy the structure.
- [] 10. All components of the shade structure shall be maintained in good condition, and any evidence of wear shall be replaced or repaired immediately.
- [] 11. All projects that propose either tents or canopies shall be required to obtain a separate "tent permit" from the Corona Fire Department.
- [] 12. Rooftop mounted balloons, pennants, spinners, tethered helium balloons, either stacked or arched, and similar devices shall be limited to 120 days in a calendar year per business.
- [] 13. Tethered helium balloons shall not be displayed on the roof or exterior surface of any building.
- [] 14. This permit along with the site plan shall be maintained on-site during the duration of the event and made available to the Code Enforcement Officer inspecting the premises.
- [] 15. Feather flags shall be kept in good condition, not faded or torn, shall be placed at least 15-feet apart and shall not be placed in corner cut-off areas or in the city parkway. Feather flags are limited to on-site landscape areas and prohibited on poles or other miscellaneous structures.
- [] 16. Other requirements include: _____

Applicant Signature

Zoning Administrator Signature

Date: _____

Attachments: [CMC Section 17.99.030](#)

Re: 10/2026



CMC Section 17.99.030 Temporary use permits.

The Zoning Administrator shall hear and decide applications for permits for temporary events. Temporary use permits are intended for events that are held in conjunction with an established commercial business holding a valid business license that normally operates in that location. The following uses are permissible in any zone in the city subject to the granting of a temporary use permit pursuant to the provisions of this chapter.

(A) Specific events or activities that require a temporary use permit are as follows:

(1) Outdoor display and sale of merchandise, such as sidewalk sales, within commercial land use districts or the M-1, M-2, or M-4 Zones, in areas not previously designed and approved for such use. These events shall be limited to a total of 120 days in a calendar year, including only merchandise customarily sold, manufactured, assembled, fabricated or processed on the premises by a permanently established business;

(2) Indoor retail sales in the M-1, M-2, or M-4 Zones of merchandise manufactured, assembled, fabricated or processed on the premises by a permanently established business. These events all shall be limited to a total of 120 days in a calendar year.

(3) Grand opening events which involve outdoor activities and entertainment, not to exceed five consecutive days and limited to one event per business. One ground breaking or ribbon cutting ceremony per business that does not exceed two hours in duration is exempt from the permit requirement;

(4) Temporary shade structures, such as tents and canopies, for automobile dealerships only, provided they comply with the following conditions:

(a) The shade structure is placed in an area where vehicles are displayed on a daily basis and shall not obstruct required customer parking spaces, drive aisles or any access designed for public safety. The shade structure shall be limited to a total of 120 days in a calendar year;

(b) No banners, balloons, flags or other attraction devices may be mounted on any portion of the shade structure, nor shall any vendor not associated with the automobile dealership's sales staff occupy the structure, without prior approval of a special use permit subject to Corona Municipal Code § [17.98.030](#);

(c) The shade structure shall observe the applicable development standards of the zone in which it is located;

(d) The physical and aesthetic components of the shade structure shall be maintained so as to prevent breakage, tearing, fading or fraying of the individual pieces. Any portion of the structure displaying evidence of wear shall be replaced or repaired immediately;

(e) The applicant shall also obtain a tent permit from the Fire Department.

(5) Uses similar to those listed above, as determined by the Planning Director.

(B) Rooftop mounted balloons, pennants, spinners, tethered helium balloons, either stacked or arched, and similar devices are permitted with the issuance of a temporary use permit granted by the Zoning Administrator. If such devices are in conjunction with an event associated with a special use permit as described in § [17.98.030](#), the issuance of the permit shall be granted by the Board of Zoning Adjustment. The use of such devices shall be limited to 120 days in a calendar year per business.
