



(Date stamp)

TOWN OF MORAGA

PLANNING DEPARTMENT TEMPORARY USE & EVENT SUPPLEMENTAL APPLICATION

Temporary Use & Event Guidelines

On private property, a temporary use permit may be issued for short-term activities, events, and uses, including special events provided for the enjoyment of the public, sales and promotional activities intended to serve commercial interests, seasonal activities, temporary construction related activities, and similar temporary activities, events, and uses. These short-term activities, events, and uses may not meet the typical use or development standards for a particular zoning district but may be acceptable due to their temporary nature subject to approval of the Zoning Administrator for Administrative Temporary Use Permits or the Planning Commission for Conditional Temporary Permits.

Levels of Temporary Use & Event – Application Fees/Deposits – Please Select the Following

☐ Temporary Use & Event

Please see the Town of Moraga [Master Fee Schedule](#) for appropriate fee/deposit and note the following:

- All credit card transactions will incur a 4% processing fee.
- No application will be deemed to be submitted, nor shall the application be reviewed or acted on by the Town, until such fee is received.
- Deposit based projects: The Advanced Planning Surcharge is collected from the deposit. Projects within the Moraga Center and Rheem Park Specific Plan Areas may be subject to review under the Objective Design Standards adopted for those areas, check with Planning staff to determine the appropriate review level.

Permit Type

- ☐ Administrative Temporary Use Permit (Construction Yard, Real Estate Sales Office, Model Homes, Temporary Work Trailers, and Temporary Classrooms)
- ☐ Administrative Temporary Use Permit (Promotional Events, Seasonal Holiday Sale, Location Filming, Outdoor Sale and Displays, and Miscellaneous Uses/Events)
- ☐ Conditional Temporary Use Permit (including a Business/Operation Plan)

Temporary Use & Event Information

Project Description: (Use Separate Sheets if Necessary)

Building Permit Application Number: _____

Planning Project Number: _____
Expiration of Building Permit: _____
Expiration of Planning Project: _____
Number of Parking Spots: _____
Hours of Use/Event Operation: _____
Days of the Week: _____
Distance to Nearest Residence (feet): _____
Number of Attendees (at one time): _____
Size of Temporary Use/Event Operating Area (square footage): _____

Submittal Requirements

- ☐ Completed Standard Application
- ☐ Completed Temporary Use and Event Application
- ☐ Fee (cash, check, credit card). Please have check payable to the Town of Moraga. Please see the Town of Moraga [fee schedule](#) for appropriate fee/deposit and note the following:
 - All credit card transactions will incur a 4% processing fee.
 - No application will be deemed to be submitted, nor shall the application be reviewed or acted on by the Town, until such fee is received.
 - Deposit based projects: The Advanced Planning Surcharge is collected from the deposit.
- ☐ **Written Detailed Description of Temporary Use**
- ☐ **Site Plan (Not Part of the Business and Operations Plan)**
 - North arrow.
 - Drawing scale.
 - Dimensioned property lines.
 - Adjacent streets and location of curb and sidewalk improvements.
 - Identify portions of buildings or structures to be removed from the property.
 - Location of additions made due to the Temporary Event.
 - Location of all noise generating equipment and Specification Sheet.
 - Location of walks and access driveways for circulation of pedestrians and vehicles.
 - Dimensions and number of existing and proposed off-street parking spaces.
 - A table containing the following information:
 - Total lot area of the project site (in square feet)
 - Total existing area of structures currently on site (Pre-Temporary Event)
 - Total area of the Temporary Event including proposed addition(s) made for the Temporary Event
 - Existing and proposed public and private easements.
 - Location of fences and any new exterior lighting fixtures.
 - Location and width of any creeks, water courses, drainage easements and facilities.
 - Show the area which the Temporary Event is going to take place within the subject property.
- ☐ **Filming Event (For Temporary Filming Permit)**
 - North Arrow
 - Filming Location

- Filming Duration Days and Times
- Additional Filming Locations
- Additional Town of Moraga Permits
- Days of Filming
- Public Right of Ways Including Streets

Conditional Use Permit Application Required Documentation

☐ **Business/Operations Plan:**

1. Introduction
 - Written explanation of the temporary event.
 - Number of people expected.
 - Dates, times, and location.
2. Off-site traffic flow
 - Explanation of vehicle travel to and from the event.
 - Visual representation showing the explanation of traffic flow.
3. Parking Plan
 - Location of on-site parking.
 - Location of off-site parking.
 - Visual representation mapping the location of parking location providing parking for the temporary event.
4. Arrival and Departure Plan for guests
 - How will your guests get from the parking locations to the temporary event site.
 - Guest arriving to the event not from a vehicle.
 - Visual representation of guest circulation from parking lots and off-site to the event location.
5. Food and Beverage Plan
 - Name of vendors.
 - Number of vendors.
 - Visual representations of the location of any vendors.
6. Waste Management Plan (garbage)
 - Location of waste receptacles.
 - Number of waste receptacles.
 - Visual representation of location and amount of discard receptacles.
7. Sanitary Facilities
 - Location of Sanitary Facilities.
 - Number of Sanitary Facilities.
 - Visual representation of location and amount of Sanitary Facilities.
8. Water (portable and irrigation)
 - Location and use of water receptacles.
 - Visual representation of the location and use of water receptacles.
9. Fire and Emergency Response Plan
 - Any Fire and Emergency Response Contracts entered into.
 - Designation of event Fire and Emergency Response delegate.
10. Security Plan, First-Aid/Medical Facilities
 - Number of security personal.
 - Location of security posts.
 - Visual representation of showing security posts.

11. Communications

- Location of nearest landline.
- Emergence Contact Designee's contact information.
- Visual representation showing the communication outlets.

12. Master Site Plan

- A Site Plan that shows all aspects of the temporary use/event.