

## Temporary Use Permit Application Submittal Checklist

The purpose is to allow uses of a temporary nature on private property to exist for a specified length of time, in a manner which will not adversely impact the general welfare of persons residing in the community.

1. Provide a detailed description of event:
  - a. Time/Duration/Date of event
  - b. Location
  - c. Detailed description about Vendors/Sales/Music/Activities
  - d. Tent locations and dimensions (where applicable)
  - e. Estimated attendance
  - f. Security plans (where applicable)
2. Environmental Assessment Questionnaire
3. Provide a site plan or diagram of the event location and setup
4. Proof of insurance is required for Temporary Use Permits (Minimum requirements):  
  
Commercial Events
  - a. General Liability insurance with \$1M per occurrence/\$2M aggregate
    - i. Separate endorsement naming the City of Elk Grove and each of its officers, officials, employees, agents and authorized volunteers as additional insured  
Residential Events
  - a. Proof of current homeowner's coverage
5. Provide verification of Fire Department Permits
6. Proof of tax-exempt status is required for Temporary Use Permit Applications for tax-exempt Organizations.