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.