



EZOP Planning Checklist TEMPORARY USE PERMIT *Information Sheet*

GENERAL INFORMATION

As provided in the San Bernardino County Development Code Title 8, Division 4, Temporary Use Permits (TUP) may be issued for:

1. **Batch Plants.** Batch plants necessary for the construction of major public infrastructure improvements provided proper review in compliance with the California Environmental Quality Act (CEQA) is completed.
2. **Construction yards – Off-site.** Off-site contractors' construction yards, for an approved construction project. The construction yard shall be removed immediately upon completion of the construction project, or the expiration of the Building Permit authorizing the construction project, whichever first occurs.
3. **Interim Operation of Activities Requiring a Conditional Use Permit.** The interim operation of any use requiring a Conditional Use Permit may be issued only after the reviewing agency makes the findings required for approval of a Conditional Use Permit.
4. **Similar temporary Activities.** A temporary activity that the Director determines is similar to the other activities listed in Section 84.25.040 and compatible with the applicable land use zoning district and surrounding land uses.
5. **Temporary outdoor storage or sales.** Interim operation of an exterior storage area or short-term exterior sales display area not including seasonal sales lots.
6. **Model homes.** A model home or model home complex.
7. **Real Estate Sales Office.** A temporary real estate sales office (modular structure) may be established within the area of an approved subdivision, solely for the first sale of homes.
8. **On-you-lot builder model home/sales office.** A single residential dwelling unit may be used as a temporary sales office and model home.
9. **Mining:** Mining activities limited to one acre and provided SMARA Section 2714 (d) is not exceeded.

FEES

MINOR TUP – Average Cost (Sales office, design centers, model homes, interim operations of outside storage display): \$315.00

MAJOR TUP – Average Cost (Interim operations of activities requiring a Conditional Use Permit or Minor Use Permit): \$1,952.00

MINING TUP – Actual Cost (One acre limit and provided SMARA Section 2714 (d) is not exceeded): \$1,520.00 Initial Deposit

BOND FEES:

Bond fees in the form of Cash (check only) or Instrument of Credit in the correct amount made payable to the County of San Bernardino. If submitting a check, it must be a separate check from the Application Fee. The Cash bond Agreement Form and sample Instrument of Credit are attached. Notarized signatures must be completed in order for your application to be accepted.

BOND PROCESSING FEE (Additional Fee if bond is required): \$368.00

MINIMUM BOND FEE \$5,000.00 – SUBJECT TO INCREASE DEPENDING UPON THE ACTIVITY AND LAND DISTURBANCE.



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PROCEDURES

1. Submit EZOP application. Technician will invoice you once it had been determined that all required documents have been submitted.
2. Project planner will review the application submittal and notify you of any corrections and/or additional items needed.
3. If application is deemed complete, it may be routed to appropriate agencies for their review.
4. The project planner will approve the permit as quickly as possible, if he/she is able to make the required findings and all standards have been met.

The following minimum standards are established for any temporary structure or use:

1. **Structure and property development improvements.** Access, floor areas, heights, landscaping, off-street parking, setbacks, signs. Utilities, and other structure and property development improvements and features;
2. **Removal of the activity and site restoration.** Measures for removal of the activity and site restoration, to ensure that no changes to the site would limit the range of possible future land uses otherwise allowed by the Development Code. Performance security may be required before installation of the temporary structure or initiation of the temporary use to ensure cleanup after the structure is removed or the use if finished in compliance with Section 86.06.050 (Performance Guarantees);
3. **Time limitation.** Limitation of the duration of an approved “temporary structure,” to a maximum of 12 months, so that it shall not become a permanent or long-term does not authorize the construction or establishment of any new permanent structures.
4. **No permanent structures.** Granting of this permit does not authorize the construction or establishment of any new permanent structures.

SUBMITTAL MATERIALS CHECKLIST – TUP (Major and Minor)

Forms and Guidance Materials can be found at: <https://lus.sbcounty.gov/planning-home/handouts/>

- 1. Letter of Intent describing temporary use
- 2. Site/Plot Plan
- 3. Pertinent information such as brochures, pictures, drawings, etc., describing the use.
- 4. Additional documents for bonds or other surety agreement

SUBMITTAL MATERIALS CHECKLIST – TUP (Mining)

Forms and Guidance Materials can be found at: <https://lus.sbcounty.gov/planning-home/handouts/>

- 1. Letter of Intent describing the temporary use
- 2. Site/Plot Plan
- 3. Pertinent information such as brochures, pictures, drawings, etc. describing the use
- 4. Estimated area of new disturbance/ hours of operation, estimated time to complete the activity, including site restoration
- 5. Description of how the new disturbance will be restored/reclaimed
- 6. Cost estimate to complete site restoration in accordance to the County's costs
- 7. Additional documents for bonds or other surety agreement