



APPLICATION REQUIREMENTS FOR A TEMPORARY USE PERMIT

Temporary Use Permit (TUP): is a permit issued by the community development director (director) or designee, that grants temporary authorization for a specified land use, event or activity for a limited period of time, subject to conditions and requirements. All TUP's are subject to the requirements in [Marina Municipal Code Chapter 17.68](#) (Temporary Use Permit).

Project Location: (address or APN) _____

REQUIRED FOR ALL PROJECTS

- Required processing fee (subject to current adopted fee schedule):
 - Minor- \$960 per application
 - Major-\$1,340 per application
- General Application and Affidavit Form
- Completed Checklist (TUP) Form
- Operational letter (project details such as # of employees, hours of operation, # of units, etc.) or Project Description Form
- Submit a site plan electronically for review by the Planning Division. The Site Plan shall include the following information:
 - Applicant's name, address, and phone number
 - Vicinity map showing an overview of the project location in Marina.
 - North Arrow and Scale
 - Assessor's Parcel Number(s) and address of the project site
 - Property lines and dimensions of the site and surrounding properties
 - Existing easements
 - Location and configuration of all proposed buildings and intended uses
 - Proposed on-site parking spaces, loading areas, and circulation areas
- Site Photographs
- Parking Study (If proposed temporary use occupies or obstructs parking space)
- Other items and materials that the Planner determines as necessary to review the project. Please contact the Planning Division to determine if additional materials will be required.

Note: All checked items must be included in the application for it to be deemed complete. Failure to include the requested items may delay the application process.