



City of Morro Bay

Community Development Department

Planning Permit Submittal Requirements

Temporary Use Permits -General Requirements

Paper Submittals: Four copies of all application materials for Planning, Public Works, Building, and Fire Department review and an electronic copy. **Site plans should be minimum of 8.5"x11"**.

Digital Submittals: Please upload application to the City's Community Portal here:

https://app03.cityworksonline.com/CLIENT_MorroBayCA-Public/login

Note these are the minimum submittal requirements. Additional information may be required to fully evaluate your application following initial review by staff. If you have any questions, please contact Planning staff prior to submitting an application.

Site Plan (may be hand-drawn or a satellite image with information overlaid)

- Clear dimensioned site plan showing north arrow and scale
- Label all street names and abutting streets on site plan
- Specified Areas for the temporary use, such as patios, entryways, onsite sidewalks, parking lots, etc.
- Locations and dimensions of all:
 - Proposed structures for temporary use
 - Sales areas
 - Outdoor Use Area
 - Pedestrian walkways (maintaining a minimum of 4' of sidewalk access)
 - Vehicle entry and exit paths, etc.
 - Distance from existing structures
 - Location of required outdoor trash receptacles
 - ***Please note that ADA parking areas or access paths cannot be blocked by temporary outdoor seating***

Other Required Information

- Written narrative of proposed business operation detailing temporary use needed
- Plan for collection and disposal of all trash and recycling generated from business operations. Disposal shall not be in public trash or public recycle facilities.
- Proposed signage, including size of each sign, proposed location, and method of attachment or display.
- City of Morro Bay business license.
- Applicant shall be required to enter into an agreement with the City to indemnify, defend and hold harmless the City of Morro Bay, and its officers, agents and employees. The indemnification language will be included in the Temporary Use Permit.