

Overview

Generally, a Temporary Use Permit (TUP) allows an activity to take place solely on private property on a temporary basis. Compliance with applicable standards ensures that the establishment, maintenance or operation of the short-term activity would not be detrimental to the public health, safety, and welfare of persons residing or working in the neighborhood of the proposed activity. A temporary use does not include “special events” as these are regulated in accordance with [Title 7](#) of the Brentwood Municipal Code (BMC) and are wholly or partially located on public property. TUPs are typically approved by the Community Development Director, but the Director can defer any permit to the Planning Commission for approval.

Temporary Use Permit

A Temporary Use Permit (TUP) may be granted for temporary uses on nonresidential properties or on private properties approved with an institutional use, for the specified time limits, but in no event for more than twelve months, except model home complexes and construction yards, which may be approved for any length of time, provided the community development director finds that the use meets any conditions or requirements set forth herein and that the use will not be detrimental to the public health, safety and welfare of persons residing or working in the neighborhood of the proposed activity.

A model home or model home complex may be authorized before the completion of subdivision improvements in compliance with the following standards:

- a) Provisions for suitable off-street parking with adequate ingress and egress to serve the model home complex.
- b) Provision of suitable landscaping to enhance the model home complex.
- c) When the builder submits an application for the final permits to build on the lots utilized for the model home complex, the parking lot and trap fences shall be removed and the driveway slabs shall be poured in front of each of the garages of all model homes. This will require the removal of all landscaping in front of the garages for the model homes.
- d) The poured driveway slabs and on-street parking will temporarily serve as the required parking for the model home complex and the sales office may remain in the model until all models in the subdivision have been sold.
- e) The sales office shall be converted back to residential use and/or removed before the issuance of the final building permit.
- f) The review authority may require other conditions of approval deemed necessary to protect the public health, safety, and general welfare of persons residing or working in the neighborhood.

Electronic Processing

All materials are required to be submitted electronically by e-mail directly to Planning@brentwoodca.gov (note that there is a 20 MB limit on e-mails) or via e-mail of a shared file link containing the complete submittal package. Physical copies of the submittal requirements will not be accepted.

Submittal Requirements

The following submittal requirements, as specified below, are required for a Model Home TUP application. Applicants must submit a physical copy of the required materials and a flash drive containing digital copies.

1. Completed TUP Application (below). The application must be signed by the applicant and the property owner.



MODEL HOME TEMPORARY USE PERMIT APPLICATION

Planning Division

Revised: May 05, 2024

2. Applicable filing fees.
3. A detailed project description (on a separate sheet and attached to the application). This information is critical for staff to fully understand your project and how you wish to operate.
4. Phasing Plan.
5. Site Plan showing the following:
 - a. Property dimensions. Location and dimensions of existing buildings and improvements.
 - b. Parking, including Accessible parking stalls.
 - c. Circulation Plan
 - d. Landscape plan

Separate Permit and/or Licenses

Some uses/activities may require approval of additional licenses and/or fees, prior to the commencement of a temporary use. These additional requirements will be determined, as appropriate, by the City and will be given as conditions of approval for the TUP.

Appeal Process

Decisions made by the Zoning Administrator are subject to appeal, in accordance with Chapter 17.880 of the Brentwood Municipal Code. In general, decisions of the Zoning Administrator become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Zoning Administrator to the Planning Commission by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the Planning Commission also become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Planning Commission to the City Council by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the City Council are final.



MODEL HOME TEMPORARY USE PERMIT APPLICATION

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Temporary Use Permit

<p>Applicant: _____</p> <p>Contact: _____</p> <p>Address: _____</p> <p>_____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>Site Location: _____</p> <p>APN(S): _____</p> <p>_____</p>	<p>For Staff Use Only:</p> <p>File No.: _____</p> <p>Date Received: _____</p> <p>Accepted By: _____</p> <p>Note: _____</p> <p>_____</p> <p>Fees Received:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Date</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Receipt No.</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black;"> </td> <td style="border-top: 1px solid black;"> </td> <td style="border-top: 1px solid black;"> </td> </tr> </tbody> </table>	<u>Date</u>	<u>Receipt No.</u>	<u>Amount</u>			
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Sign Permit Review

Temporary Use Permit \$981.00

Applicant's Name: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Fax No: _____ Email Address: _____

Property Owner of Record's Name: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

CERTIFICATION:

I hereby certify that the statements furnished above, and in the attached exhibits, present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

Applicant's Name Date

Applicant's Signature Company Name



**MODEL HOME TEMPORARY USE
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NOTE: If the Applicant is not the Property Owner, then the Property Owner must sign below to authorize the Applicant as his/her official representative.

I, _____ property owner, do hereby authorize the Applicant,
_____ as my official representative in all matters relating to this Application.

Owner's Name

Owner's Signature

Date



**MODEL HOME TEMPORARY USE
PERMIT APPLICATION**

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Date

I, (We), _____, the organizers of the event permitted under Temporary Use Permit No. _____ agree to indemnify, hold harmless, and defend the City, its officers, agents and employees from any and all liability or claims that may be brought against the City arising out of its approval of this permit, or arising out of the operation of the use or uses allowed under the permit, save and except that caused solely by the City's sole or active negligence, or willful misconduct.

Applicant's Signature