



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

City of Folsom
Community Development Department
50 Natoma Street
Folsom, California 95630
(916) 461-6202 Fax (916) 355-7274
PlanningEPC@folsom.ca.us

Temporary Use Permit Application

Applicant Information

Name: _____	Phone: _____
Address: _____	
Email Address: _____	

Property Owner Information (if different):

Name: _____	Phone: _____
Address: _____	

Owner/Agent Statement

Property Owner Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

Property Owner/Agent Signature: _____ Date: _____

Project/Site Information:

Residential Commercial Industrial Other

Project Description (including proposed date range and hours): 	
Zoning Designation: _____	General Plan Designation: _____

Any applicant or agent who is not the property Owner must submit a signed Agent Authorization Form along with this application.

Note: Applicant and/or owner is responsible for paying all fees and costs associated with processing this application.

APPLICANT SIGNATURE: _____ DATE: _____

PROPERTY OWNER SIGNATURE: _____ DATE: _____

All applicants shall submit a complete set of digital (PDF) online via the City's eTRAKiT online portal:
<https://www.folsom.ca.us/government/community-development/epermit-center>



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Temporary Use Permit Submittal Requirements

The applicant shall submit the following information with the Community Development Department for review by the Community Development Director or the Planning Commission ([FMC 17.06.060](#)):

1. **Application Form** (Completed and signed)
2. **Application Fee:** \$65.00
3. **Agent Authorization Form** (Completed and signed, if applicable)
4. **A site plan**, including but not limited to:
 - a. Site Information:
 - i. Site address, assessor's parcel number, north arrow & scale
 - b. Site Layout:
 - i. Property line locations; lot dimensions; locations of all structures on lot; location of proposed activities
5. **Project Narrative** explaining the major concepts of the project.
6. **Photographs of the project site** taken within 30 days prior to the application submittal which accurately depicts the project location
7. **Other applicable material and information** as requested by the Community Development Director.

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Please reach out to PlanningEPC@folsom.ca.us for any questions about the application process.