City of Malibu

TUPPC No.____-____
Received on _____

23825 Stuart Ranch Road · Malibu, California · 90265-4861
Phone (310) 456-2489 · www.malibucity.org

TEMPORARY USE PERMIT - PLANNING CLEARANCE APPLICATION

(Minor events—less than 100 people—located in commercial and institutional zones only)

To aid the economic recovery of businesses affected by the 2025 Palisades Fire, temporary events in commercial and institutional zones may benefit from relaxed permitting requirements, pursuant to Malibu City Council Ordinance No. 534, which expires on May 31, 2027.

Single-day temporary events attracting less than 100 guests may be eligible for a **temporary use permit - planning clearance (TUPPC)**, which shall be submitted in-person at least two days prior to the event. **TUPPCs** are not appealable. The City of Malibu will not accept incomplete applications.

GENERAL INFORMATION

EVENT ADDRESS:_____ SUITE #:_____

PROPERTY OWNER NAME:_____

PROPERTY OWNER ADDRESS:_____

PROPERTY OWNER PHONE #:_____ E-MAIL ADDRESS:_____

APPLICANT NAME:_____

APPLICANT ADDRESS:_____

APPLICANT PHONE #:_____ E-MAIL ADDRESS:_____

SUBMITTAL CHECKLIST

1. _____ Event Clearance Application
   This form completed and signed by the Applicant and Property Owner.
2. _____Form of Payment ($461.00): ☐ CHECK # _____ ☐ CASH
   ☐ CREDIT CARD (3.9% Transaction Fee will apply; 2.9% + $0.30 for online transactions)
3. _____8½"x11" Site Plan
   Show lot boundaries, existing building footprints, driveway footprints, on-site parking areas, valet area, shuttle unloading/loading area, existing restrooms, temporary structures, food/beverage service locations, generators, temporary lighting, fires, and event-related gathering areas.
4. _____Parking Plan
   Off-site parking location(s), authorization from parking lot property owner(s), valet/shuttle contract, and a map of the valet/shuttle route.

EVENT INFORMATION

Event Description _____

Date: _____ Hours (8 hours maximum): From _____ until_____

Number of guests expected: _____

□ The event will be advertised on social media or elsewhere _____

□ There will be no music □ there will be □ indoor □ outdoor music from _____ until _____

□ There will be no alcohol served □ there will be alcohol served, with an Authorized Catering Application (Type 218) from the Department of Alcoholic Beverage Control.

□ There will be no food prepared onsite □ there will be food prepared onsite, with a valid Health permit from the Los Angeles County Department of Public Health.

□ Temporary tents will be erected (#) _____ tents (size(s): _____

□ Other temporary structures: (describe number and size):_____

□ There will be no temporary lighting □ Dark Sky Compliant outdoor lighting, pursuant to MMC Section 17.41, will be as follows:_____

PARKING INFORMATION

□ Guests will self park □ onsite □ other _____

□ Valet parking will be provided with cars to be accepted at (location) _____ and to be parked at (location) _____(show both locations on the site map.)

□ Guests will be shuttled from (location) _____; the shuttle will drop off passengers at (location) _____ (show both locations on the site map.)

I certify that I am presently the legal owner or authorized agent of the above described property. Further, I acknowledge the filing of this application and certify that all of the information contained within the application is true and current. I also understand that failure to provide truthful and accurate information or to provide public notice as required may result in a delay in processing the application or may cause grounds for revocation of the permit. In addition, I grant permission to the City to conduct site visits necessary to investigate the proposed event. (If the legal property owner does not sign the application, then a letter of authorization must accompany this form).

Owner signature: _____ Date: _____

I certify that I am the hosting of the event. Further, I acknowledge the filing of this application and certify that all of the information contained within the application is true and current. I also understand that failure to provide truthful and accurate information or to provide public notice as required may result in a delay in processing the application or may cause grounds for revocation of the permit. In addition, I grant permission to the City to conduct site visits necessary to investigate the proposed event.

Applicant signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE / CITY STAFF USE ONLY

Approved for permit: _____ Date: _____
Planning Staff

NOT Approved for permit: _____ Date: _____
Planning Staff

Reason not approved or additional information required:

□ The proposed event may contribute to a public nuisance or violation of any City, County, State, or Federal regulation.
□ A nuisance complaint was received by the City for the subject parcel in the last six months.
□ An unpermitted event occurred on the property within the last six months.
□ Active Code Enforcement exists on the property.
□ Other _____

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CONDITIONS OF APPROVAL

1. This permit is for an event to take place on (date) _____ at (location) _____ _____ from _____ until _____
2. There will be a maximum of _____ guests.
3. □ There will be no music
   □ Music is allowed □ indoors □ outdoors from _____ until _____.
4. □ Guests will self park □ onsite
   □ Guest vehicles will be valet parked; vehicles will be received entirely onsite and will be parked: _____ _____
   □ Other: _____
5. Set-up and take-down shall only occur within 24 hours of the event. Materials and supplies related to the event may be delivered to the site more than 24 hours in advance but may not be set up prior to. If the event occurs between Memorial Day weekend and Labor Day, the event including set-up and take-down must be within a period of one day in duration, unless otherwise authorized by the Community Development Director.
6. Event parking shall comply with the approved event parking and/or shuttle plan.
7. Valet services shall comply with valet attendant safety requirements. Valet attendants shall wear high-visibility safety apparel while providing valet services in any public rights-of-way within City limits.
8. There will be no lane closures, obstruction of public streets, parking restrictions or similar encroachments into the public right of way unless required permits are obtained from the City of Malibu Public Works Department.
9. Applicant shall assure that guest vehicles do not at any time block any public or private street or driveway.
10. All noise shall be subject to Chapter 8.24 of the MMC Violation of the Noise Ordinance shall be cause for revocation of the permit and may result in denial of any event permit requested for the subject property in the future.
11. If any agent of the City requests that the noise level be reduced, applicant shall ensure immediate compliance.
12. Noise from this event shall not emanate or interfere with the peace and comfort of the business operators or residences in the vicinity.
13. Noise shall not be plainly audible after 10:00 p.m.
14. Event staff shall ensure that no unnecessary noise is generated during the event, including during the above listed set-up and clean-up hours.
15. There shall be no outdoors fires, unless a permit is obtained from the Fire Department.
16. Tents (individually or collectively) covering 700 square feet or more, are not permitted unless a permit is obtained from the Fire Department.
17. All trash shall be properly disposed of in a timely manner. Applicant shall provide clearly marked containers for recycling and shall properly dispose of recyclable materials.
18. Must use recyclable and/or compostable food ware/packaging; Prohibited items include plastic shopping bags, polystyrene foam products, and plastic sandbags.
19. Fire Department emergency vehicle access shall be maintained at all times.
20. Applicant shall deposit the sum of $_____ for the services of ____ Los Angeles County Sheriff Deputies from _____ to _____. If additional law enforcement services are required as a result of this event, the applicant will be billed for additional personnel and equipment costs and agrees to pay all charges within 10 days of receipt of an invoice from the City of Malibu.
21. This approval does not eliminate the need for any required permits from other agencies including, but not limited to, the Los Angeles County Fire Department, Sheriff's Department, Health Department, State of California Department of Alcoholic Beverage Control, and State Fire Marshal.
22. This permit shall be kept on site and produced to any agent or employee of the City of Malibu on request. Applicant shall not deviate from this permit without prior written approval.

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23. Applicant, property owner, and successors in interest shall protect, defend, indemnify, and hold harmless the City of Malibu, its officers, employees, and agents from any claim, action, proceeding, liability and costs relating to or concerning the City's actions regarding this event, including without limitation any aware of litigation expenses in favor of any person or entity who seeks to challenge the validity of any of the City's actions or decision in connection with this event. The City shall have the sole right to choose its counsel and property owner and / or applicant shall reimburse the City's expenses incurred in its dense of any lawsuit challenging the City's actions concerning this project.

24. Applicant shall post the event notice sign in a publicly visible location onsite for the duration of the event.

25. _____

_____

26. _____

_____

Indemnification Clause

The property owners, and their successors in interest, shall indemnify and defend the City of Malibu and its officers, employees and agents from and against all liability and costs relating to the City's actions concerning this project, including (without limitation) any award of litigation expenses in favor of any person or entity who seeks to challenge the validity of any of the City's actions or decisions in connection with this project. The City shall have the sole right to choose its counsel and property owners shall reimburse the City's expenses incurred in its defense of any lawsuit challenging the City's actions concerning this project.

PROPERTY OWNER SIGNATURE	PROPERTY OWNER NAME (PRINT)	DATE

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