TUPE No.____-_____

City of Malibu

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

TEMPORARY USE PERMIT - EXPRESS APPLICATION

(Minor events—100 to 250 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 100-250 guests may be eligible for a **temporary use permit - express (TUPE)**, which shall be submitted in-person at least seven days prior to the event. Up to four (4) **TUPEs** per month are permitted for shopping centers, and up to two (2) **TUPEs** per month are permitted for each tenant not located in shopping centers. **TUPEs** held at shopping centers must be applied for by the owner (or owner representative) of the shopping center. Public noticing for shall occur at least five days prior to the event, followed by a City Determination at least three days prior to the proposed event. **TUPEs** 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:_____

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 undersigned is different from the legal property owner, then a letter of authorization must accompany this form).

PROPERTY OWNER SIGNATURE	PROPERTY OWNER NAME (PRINT)	DATE
APPLICANT SIGNATURE	APPLICANT NAME (PRINT)	DATE

Fees

EXPRESS TEMPORARY USE PERMIT: $1,071.00
☐ CHECK # _____ ☐ CASH ☐ CREDIT CARD (3.9% Transaction Fee will apply; 2.9% + $0.30 for online transactions)

TEMPORARY USE PERMIT – EXPRESS
SUBMITTAL CHECKLIST

1. _____**Submittal Checklist**
   This complete form, signed by property owner and applicant.

2. _____**Application Fee**

3. _____**Site Plan (8 ½" x 11")**
   Show lot dimensions, access to site, parking areas, valet area, if any, location of all temporary structures, including location of restrooms (200 feet from food stations), food service locations, bar location, utensil and hand washing stations, Water supply (potable water), generators, lighting, fires, candles, step and repeat, media, stage, dance floor, bounce house, Bleachers, trash cans and recycling bins, valet, etc.

4. _____**Parking Arrangement(s)**
   - ☐ Written permission from owner of any off-site property where vehicles will be parked
   - ☐ Signed contract with valet or shuttle service provider
   - ☐ Certificate of insurance from the valet or shuttle service provider
   - ☐ Valet or Shuttle route

   Note: Valet attendants required to wear high-visibility safety apparel

5. _____ **Written Event Description**
   Refer to page 5 of this application and provide a **detailed** description.

6. _____**Proof of Liability Insurance**
   For Property and for Service Providers (1 million dollar minimum liability).

7. _____**Certified Public Notice Property Owner and Occupant Addresses and Radius Map**
   - ☐ Microsoft Excel Workbook
     All properties, residential units, and commercial suites within the 500-foot mailing radius shall be provided in a Microsoft Excel spreadsheet. Each distinct address within the radius shall be listed twice, one reflecting the tenant's address and the other reflecting the property owner's address. The project applicant's mailing address should be added at the end of the list. Column headers must include:
     - Street Address 1
     - Street Address 2 (Apartment Unit or Commercial Suite Number)
     - City;
     - State Abbreviation;
     - Five-digit ZIP Code; and
     - Accessor's Parcel Number (APN)

     An additional column for "arbitrary number" may be included if the supplied radius map utilizes such numbers for the purpose of correlating the addressee to their map location.
   - ☐ Radius Map (showing a 500 foot radius from the subject property, which intersects all—or a portion—of at least ten developed properties)
   - ☐ Certification Letter (signed and dated by the preparer)

     Note: The mailing data is valid for six months from the preparation date.

TEMPORARY USE PERMIT – EXPRESS
COASTAL DEVELOPMENT PERMIT QUESTIONNAIRE

The following statements require the response of the event applicant. An event will NOT require a Coastal Development Permit if responses are consistent with the **bold** responses. If any responses are not consistent with the **bold** responses, the event will require a Coastal Development Permit (City of Malibu LCP Local Implementation Plan Section 13.4.9).

1.	The event will occur on, or between Memorial Day and Labor Day If **"No", Statement No. 2 does not apply; skip to #3.**	Yes	**No**
2.	The event will occur on, or between Memorial Day and Labor Day, but will be less than one day in duration (including set up and take down)?	**Yes**	No
3.	The event will occupy some portion of a publicly or privately owned sandy beach or park area; public pier, public beach parking area If **"No", Statement No. 4 does not apply; skip to #5.**	Yes	**No**
4.	The event will occur in a location that is remote, with minimal demand for public use and there is no potential for adverse effect of sensitive coastal resources.	**Yes**	No
5.	A fee will be charged for general public admission / seating. If **"No", Statement No. 6 does not apply.**	Yes	**No**
6.	Respond to each statement that applies:		
	(a) A fee will be charged for general public admission / seating but it is the same fee currently charged for use of the same area (not including booth or entry fees.)	**Yes**	No
	(b) A fee will be charged but it is for preferred seating only and more than 75% of the provided seating capacity will be available free of charge for general public use	**Yes**	No

Staff Use Only

After initial review, the project must meet the following criteria:

1.	The event will result in no adverse impact on opportunities for public use of or access to the area due to the proposed location and or timing of the event either individually or together with other temporary events scheduled before or after the particular event.	Yes	No
2.	There will be no direct or indirect impacts from the event and its associated activities or access requirements on environmentally sensitive habitat areas, rare or endangered species, significant scenic resources, or other coastal resources as defined in this ordinance.	Yes	No
3.	The event has not previously required a coastal development permit to address and monitor associated impacts to coastal resources.	Yes	No

CDP REQUIRED: YES NO REVIEWED BY: _____

TEMPORARY USE PERMIT – EXPRESS
EVENT DESCRIPTION

Event date: _____
Event hours: _____
Set-up date / hours: _____
Tear-down date/hours: _____
Number of guests: _____

General Event Description: (Attach additional information if needed.)

The event will be open to the general public? □ no □ yes

Private event only? □ tenant grand opening □ friends/family only □ other _____

Will this event be advertised? □ no □ yes where: _____

Parking: Number of vehicles anticipated: _____

□ self park / location: _____
□ valet □ shuttle (Please provide proof of valet/shuttle)

Will alcohol be served? □ no □ yes

If yes, an Authorized Catering Application (Type 218) from the Department of Alcoholic Beverage Control is required.

Will food be prepared on-site? □ no □ yes

If yes, a valid Health permit from the Los Angeles County Department of Public Health is required.

Number of Portable restrooms provided:

□ 2 (Required for events with 100-150 people)
□ 3 (Required for events with 150-200 people)
□ 4 (Required for events with 200-250 people)
□ More than 4

All portable restrooms shall be shown on the Site Plan.

Temporary structures: □ no □ yes number/type/size: _____

All temporary structures shall be shown on the Site Plan.

Music: □ indoor □ outdoor

□ amplified / describe: _____
□ location(s)_____
□ hours _____

Temporary lighting: □ no □ yes type: _____

All temporary lighting shall be shown on the Site Plan, and shall comply with Malibu Dark Sky (Malibu Municipal Code, Section 17.41).

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 _____