



**Community & Economic Development Dept.**  
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# TEMPORARY USE PERMIT

## FILING REQUIREMENTS CHECKLIST

<b>STEP 1</b>	<p><b>APPLICATION SUBMITTAL.</b> Application submittal, at a minimum, shall include the items listed below. Incomplete submittals will not be accepted. At the time of submittal, staff will determine the level of review for your application, based on the complexity of the project.</p> <p>Within 30 days of submittal, staff will review the application and will notify you, in writing, whether your application has been deemed complete or incomplete and indicate any necessary required information. Incomplete applications cannot be processed.</p>
<input type="checkbox"/> APPLICATION	Completed <a href="#">Planning Permit Application</a> with wet-ink or e-signatures. Application must be signed by all property owners or accompanied by documentation to authorize an empowered signee.
<input type="checkbox"/> COMPANION PAGE	Completed <a href="#">Temporary Use Permit Companion Page</a> .
<input type="checkbox"/> FILING FEE	Full payment of filing fee, based on latest adopted <a href="#">Fee Schedule</a> .
<input type="checkbox"/> ENVIRONMENTAL FORM	Completed <a href="#">Environmental Form</a> .
<input type="checkbox"/> SITE PLAN	Two (2) copies of a 11" x 17" site plan and 8.5" x 11" site plan (see <a href="#">Minimum Plan Requirements</a> ).
<input type="checkbox"/> FLOOR PLAN	Two (2) copy of floor plans (see <a href="#">Minimum Plan Requirements</a> ).
<input type="checkbox"/> DIGITAL COPIES	All submittal items saved on a CD or flash drive in a PDF format.
<b>STEP 2</b>	<b>APPLICATION PROCESSING</b>
CEQA	Staff will determine if the project is subject to environmental review under the California Environmental Quality Act (CEQA) and the related additional fees.
REFERRALS	Staff will refer the application to applicable local, State, and Federal agencies for review and comments.
<b>STEP 3</b>	<p><b>APPLICATION DECISION.</b> The Director will make a Decision on your project. The Decision can be appealed within 10 days of determination. If approved and no appeal is filed, staff will send you notice of the final action which includes but is not limited to approved plans and a list of conditions, organized by department, that must be met prior to project implementation or as part of implementation.</p>