



# TEMPORARY OUTDOOR USE PERMIT FOR PRIVATE PROPERTY

Town of Corte Madera 300 Tamalpais Drive, Corte Madera, CA 94925  
[www.townofcortemadera.org](http://www.townofcortemadera.org) Email: [plcounter@tcmmail.org](mailto:plcounter@tcmmail.org)

<hr/> <b>PERMIT NUMBER</b>
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## APPLICATION SECTION

<b>SITE ADDRESS</b>	<b>APN</b>
<b>APPLICANT</b>	
Name:	
Business Name:	
Street Address:	
City / State / Zip:	
Phone:	Cell:
Email:	
Property Owner (If different than above):	
Phone:	Cell:
Description of Proposed Use:	
Start Date:	

If Permit approved Applicant will be required to agree to conform to each and every requirement of the Attached Temporary Outdoor Use of Private Property Permit. This Application and all supporting documentation will be attached to the Permit as Attachment A.

<b>Print Name of Applicant</b>	<b>Signature of Applicant</b>	<b>Date</b>
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other: _____		

<b>SUBMITTALS REQUIRED WITH APPLICATION</b>
<input type="checkbox"/> Statement of Intended Use describing proposed area of use, outdoor use, food and beverage service, hours of operation, use of tables, chairs, umbrellas, canopies, etc. heaters or other non-permanent items <input type="checkbox"/> Type of operation (i) expanded use of adjacent private spaces (e.g., private parking lots), (ii) use of other private areas <input type="checkbox"/> Site Plan Diagram (minimum size 8.5"x11") <input type="checkbox"/> Photographs (proposed location) <input type="checkbox"/> Other materials as determined by the Director Planning and Building or Designee <input type="checkbox"/> Town Business License <input type="checkbox"/> ABC License (if alcohol is served) including evidence of adequate liquor liability insurance for proposed operations. <input type="checkbox"/> Written Consent of Property Owner/Tenants Sharing Space (shared private property owners)
<b>APPLICATION, SIGNATURES AND SUPPORTING DOCUMENTATION MAY BE SUBMITTED ELECTRONICALLY TO THE EMAIL LISTED ABOVE.</b>

## APPROVAL SECTION

<b>PERMIT APPROVED AND ISSUED</b>	<b>FEE SUMMARY</b>
By _____ Adam Wolff Director Planning and Building or Designee  Date Issued: _____  Permit Expiration: see attached Permit _____	No fee for original term of approved Temporary Use Permit Other fees may apply – see attached Permit document