



# TEMPORARY OPERATIONS ENCROACHMENT USE PERMIT FOR PUBLIC PROPERTY

Town of Corte Madera 240 Tamal Vista Blvd., Ste. 110, Corte Madera, CA 94925

[www.townofcortemadera.org](http://www.townofcortemadera.org) Email: [pwcounter@tcmmail.org](mailto:pwcounter@tcmmail.org)

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

<b>SITE ADDRESS</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: _____		

### SUBMITTALS REQUIRED WITH APPLICATION

- 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
- Type of operation (i) expanded use of adjacent public spaces (e.g., public parking spaces), (ii) use of other public areas including sidewalks
- Site Plan Diagram (minimum size 8.5"x11")
- Photographs (proposed location)
- Other materials as determined by the Director Public Works or Designee
- Town Business License
- ABC License (if alcohol is served) including evidence of adequate liquor liability insurance for proposed operations
- Written Consent of Adjacent Property Owners/Tenants for use of parking spaces or sidewalks fronting adjacent property
- Certificate of Insurance (Town listed as additional insured)
- Receipt or Waiver of deposit
- Receipt or Waiver of deposit for provision and installation of barriers by the Town

**APPLICATION, SIGNATURES AND SUPPORTING DOCUMENTATION MAY BE SUBMITTED ELECTRONICALLY TO THE EMAIL LISTED ABOVE.**

## APPROVAL SECTION

<b>PERMIT APPROVED AND ISSUED</b>
By _____ R.J. Suokko Director Public Works or Designee
Date Issued: _____
Permit Expiration: see attached Permit _____

<b>FEE SUMMARY</b>
No fee for original term of approved Temporary Use Permit Other fees may apply – see attached Permit document.