



Temporary Truck or Container Storage Permit Application

A Temporary Storage Permit (TSP) may be obtained for the temporary storage of trucks, trailers, chassis, or containers on an M-1 (Light Manufacturing) or M-2 (Heavy Manufacturing) zoned site, or portion thereof, in accordance with the requirements in Section §155.656.1 of the City's Zoning Ordinance.

SITE ELIGIBILITY (all must be checked to be eligible):

- ☐ Subject site, or a portion thereof, shall be zoned M-1 (Light Manufacturing) or M-2 (Heavy Manufacturing).
- ☐ Subject site shall not exceed 5 acres.
- ☐ Subject site shall not front onto a major or secondary arterial.
- ☐ Subject site shall not be located within 1,000 feet of a residential zone, school or park.
- ☐ Subject site, or portion thereof, used for the storage of trucks, trailers, chassis or containers shall be undeveloped.

STANDARD REQUIREMENTS FOR ALL PERMITS

- 1) A Temporary Storage Permit shall be limited to a period of not more than two years, unless an extension is granted by the Planning Commission as set forth in this section.
- 2) The truck, trailer, chassis, or container storage use shall operate in such a manner as to not be detrimental to property or improvements in the surrounding area or to the public health, safety, or general welfare.
- 3) The truck, trailer, chassis, or container storage use shall fully comply with all applicable building, fire, and other state and local laws.
- 4) Washing or repairing of trucks, trailers, chassis, or containers is strictly prohibited at all times.
- 5) The permit holder shall obtain all necessary construction related permits.
- 6) Trucks, trailers, chassis, and/or containers shall not be located within the required setback areas.
- 7) Off-street parking shall be adequate to accommodate the proposed use.

If you have questions regarding these submittal requirements, you can contact the Planning Division at (562) 868-0511 x7550, or visit the Planning Division at City Hall, 11710 Telegraph Rd, Santa Fe Springs, CA 90670. ***Please provide all of the application materials in .pdf format and submit digitally via email to vincevelasco@santafesprings.org. File(s) larger than 20 MB must be submitted via email with a downloadable link. EACH ITEM SHALL BE A SEPARATE .PDF FILE.***

Temporary Truck or Container Storage Permit Application

APPLICATION FILING, FEES, AND PROCESSING REQUIREMENTS

1) *Application and Contents:* At minimum, this application must contain the following information:

- ☐ Name of applicant.
- ☐ Proposed location.
- ☐ Description of all activities involved, including, but not limited to, the type of truck, trailer, chassis, or container to be stored, and any items that will be stored within them.
- ☐ Duration of proposed activities.
- ☐ A site plan accurately drawn to scale depicting vehicular access and queuing, fire lanes, and storage areas. Site plans must comply with all applicable storm water run-off and NPDES requirements.
- ☐ A proposed business plan for the future permanent use and/or otherwise a proposed site plan for the future development of the site shall be concurrently submitted with the request for a temporary truck, trailer, chassis, or container storage use.
- ☐ Concurrent approval of said use or development is not required.
- ☐ A security and safety plan for the proposed use.
- ☐ A site maintenance and operations plan for ongoing property cleaning, dust mitigation, and litter control.
- ☐ Any other documents as may reasonably be required by City staff for a complete understanding of the proposed project.

2) *Filing Fee:* A filing and investigation fee in an amount set by the City Council shall be required with each application submitted.

3) *Application Processing:*

- (a) Upon receipt of an application for a Temporary Storage Permit, City staff shall review the application and inform the applicant as to the completeness of the submittal, of additional materials required, if any, and project issues of concern within 30 days. City staff shall also inform the applicant of the procedures for compliance with this application.
- (b) Once the Temporary Storage Permit application is deemed complete, City staff shall conduct a final review of all materials provided by the applicant.

4) *Review by Staff:*

- (a) In review and consideration of the proposed project, City staff shall consider, among other criteria, the following:
 - i. Vehicle traffic and circulation.
 - ii. Proximity to sensitive and/or incompatible land uses, such as residential properties, schools, or parks.
 - iii. Security and safety measures.
 - iv. Dust mitigation measures.

Temporary Truck or Container Storage Permit Application

- v. Other requirements set forth within this application.
- vi. Adherence to local, state, and federal laws.

5) *Conditions of Approval:* In reviewing the application, City staff shall impose such conditions deemed necessary to ensure implementation and compliance with this application.

6) *Findings:* The approval or conditional approval of a Temporary Storage Permit may be granted by the Director of Community Development or designee, only if all of the following findings can be made:

- (a) The operation of the requested temporary use at the location proposed and within the time period specified would not be detrimental to the harmonious and orderly growth of the City, nor endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or general welfare.
- (b) The subject lot is adequate in size and shape to accommodate the temporary use without material detriment to the use and enjoyment of other properties located adjacent to and in the vicinity of the lot.
- (c) The subject lot is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that the temporary use would or could reasonably be expected to generate.
- (d) Adequate temporary parking to accommodate vehicular traffic to be generated by the temporary use would be available either on-site or at alternate locations acceptable to the Director of Community Development or designee.
- (e) The temporary use is consistent with all applicable provisions of the General Plan, any applicable specific plan, the City's Zoning Ordinance, and other City regulations.

7) *Decision:*

- (a) The Director of Community Development or designee will provide a written decision of a denial or issuance of a Temporary Storage Permit, including the conditions of approval and required findings, to the applicant by mail.
- (b) The applicant shall sign an affidavit to acknowledge that the applicant is aware of and agrees to all of the requirements and conditions under which the approval of the Temporary Storage Permit is given, and that if any of said requirements or conditions are violated, the approval shall become null and void.
- (c) The approval by the Director of Community Development or designee, is considered final unless it is appealed within 14 days from the date of approval.



Temporary Truck or Container Storage Permit Application

GENERAL INFORMATION:

Property Owner: _____
Address: _____
Phone: _____ Email: _____
Applicant: _____
Address: _____
Phone: _____ Email: _____
Applicant's Representative: _____
Address: _____
Phone: _____ Email: _____
Business/Organization: _____
Address: _____
Phone: _____ Email: _____

FOR STAFF USE ONLY

File No: _____
Related files: _____
Date: _____
Rec'd by: _____
Fees Paid: _____
☐ Cash
☐ Check (# _____)
☐ Credit Card
Business License
No: _____
Receipt No: _____

PROPOSED LOCATION INFORMATION:

Property Address: _____
Zoning Designation: _____
Legal Description: _____

TEMPORARY STORAGE DESCRIPTION : (attach additional sheets if necessary)

Truck: ☐ Trailer: ☐ Container: ☐ Chassis: ☐ Other: ☐

Duration of storage: _____

Description of temporary storage: _____



Temporary Truck or Container Storage Permit Application

SECURITY AND SAFETY PLAN:

WHAT IS A SECURITY AND SAFETY PLAN?

A security and safety plan is a comprehensive document outlining measures and procedures to protect employees, customers, assets, and information from potential risks and threats. It encompasses risk assessments, physical security measures, emergency response protocols, and strategies for safeguarding against various threats.

WHY IS A SECURITY AND SAFETY PLAN REQUIRED?

The plan is necessary in order to promote a secure environment, and ensure regulatory compliance. The plan shall detail the strategies for prevention, preparedness, response, and recovery in the face of potential risks and emergencies.

SECURITY AND SAFETY PLAN DESCRIPTION: (attach additional sheets as necessary)

SITE PLAN: (attach separately, must include the following)

- ☐ Vehicular Access and Queuing
- ☐ Fire Lanes
- ☐ Storage Areas
- ☐ Required Setbacks among all other applicable measurements
- ☐ Compliance with all applicable Storm Water Run-off and NPDES Requirements



Temporary Truck or Container Storage Permit Application

SITE MAINTENANCE AND OPERATIONS PLAN:

WHAT IS A SITE MAINTENANCE AND OPERATIONS PLAN?

A site maintenance and operations plan outlines the procedures and protocols for managing and sustaining the functionality of a specific location or facility. It encompasses a range of activities aimed at ensuring the efficient operation, safety, and longevity of the site, providing a framework for systematic maintenance activities to foster a proactive approach to facility management.

WHY IS A SITE MAINTENANCE AND OPERATIONS PLAN REQUIRED?

The plan is necessary for ensuring the reliability, safety, compliance, and efficiency of facilities and equipment. They help organizations protect their assets, reduce risks (property cleaning, dust mitigation, litter control), and achieve their operational and strategic objectives.

SITE MAINTENANCE AND OPERATIONS PLAN DESCRIPTION: (attach additional sheets as necessary)

PROPOSED PLAN FOR FUTURE PERMENANT USE:

A proposed business plan for the future permanent use and/or otherwise a proposed site plan for the future development of the site shall be concurrently submitted with the request for a temporary truck, trailer, chassis, or container storage use. Concurrent approval of said use or development is not required.

PROPOSED PLAN FOR FUTURE PERMENANT USE DECRIPTION: (attach additional sheets as necessary)



Temporary Truck or Container Storage Permit Application

PERMIT EXTENSION REQUIREMENTS

- 1) The holder of a Temporary Storage Permit may file an application with the Community Development Department for an extension of time to continue the use beyond the two-year period. In order to be considered for an extension of time, the permit holder must submit the written request for such extension at least 90 days but no more than 180 days prior to the expiration of the permit.
- 2) The temporary truck, trailer, chassis, or container storage use may be extended for no more than two additional twelve (12) month periods beyond the term of the original approval.
- 3) The application for an extension shall be heard by the Planning Commission. The Planning Commission may grant the extension if it finds:
 - a) That there have been no changes in the conditions or circumstances of the site or operations that would have been grounds for denial of the original permit application; and
 - b) That the permit holder is in compliance with all permit terms and conditions, and all local, state, and federal laws.

VIOLATION OF TEMPORARY STORAGE PERMIT

Violation of any term or condition of the permit, or any local, state, or federal law, is cause for the permit to be revoked pursuant to Section §155.811, et seq. of this Code.

CITY REVIEW (FOR STAFF USE ONLY)

CITY AUTHORIZATION: ☐ APPROVED / ☐ DENIED

Comments: _____ Date Filed: _____

Date Approved: _____ Expires: _____