

RECEIPT AND PROCEDURES FOR TEMPORARY USE PERMIT SECURITY DEPOSITS

Temporary Use Permit No. _____

TUP Clean-Up Date & Time (from application form): _____

Security Deposit Received \$ _____

ATTACH COPY OF SECURITY DEPOSIT CHECK

Depositor (name, mailing address): _____

In accordance with Section 16-480 of the Oxnard City Code, all uses permitted by a temporary use permit shall be terminated on or before the expiration date stated upon the permit. All materials or products used in connection with or resulting from the temporary use shall be removed within five days after the expiration date. The security deposit insures removal of all materials in a timely manner, and is required for the following temporary uses:

- Subdivision signs;
- Construction yards and offices;
- Sales or rental offices;
- Vegetable, fruit or flower stands;
- Seasonal sales lots, such as for Christmas trees and Halloween pumpkins; and
- Any other temporary use which the Planning Manager determines necessary.

It is the applicant's responsibility to ensure that the site is clean and free of any materials, personal property, structures, and debris relating to the event. The agreed-upon date and time of such clean-up is stated above. The TUP fee includes one visit by City staff to verify timely clean-up. Should the site not be adequately cleaned, follow-up inspection(s) will be conducted to ensure compliance at an hourly rate of \$84.00 for regular time or \$115.50 for overtime. These charges will be drawn from the security deposit on file.

SECURITY DEPOSIT RETURN PROCESS:

1. At the conclusion of the TUP event, Oxnard Code Compliance officers will conduct an initial inspection of the event site within 24-hours after the TUP Clean-Up Date & Time to verify all materials, personal property, structures, and debris relating to the event have been removed from the event site.
2. If the site is determined to be not clean at the time of initial inspection, a follow-up inspection will be scheduled and charged at the rates set forth above. Additional inspections may be scheduled until compliance is attained. If compliance is not attained within the five day time frame, on or before (date) _____, the entire security deposit shall be forfeited.
3. No later than five days after the TUP Clean-Up Date (the date clarified in #2, above), Code Compliance will contact the Planning Division in writing to report whether or not there was timely clean-up of the site. Such correspondence will also include the amount of the refund due to the applicant, if any.
4. If the site is determined to be clean within five days of the TUP Clean-Up Date, the security deposit will be returned, less any additional charges incurred, as described above. Any security deposit refund due will be mailed to the Depositor at the address listed above.

I have read and understand the need for and use of the TUP security deposit, and agree to these procedures:

Signature of Depositor

Date

Print Name

Phone Number

Original – TUP file

Copy – Applicant

Copy – Code Compliance