



# TEMPORARY USE PERMIT APPLICATION

## TEMPORARY USE PERMIT PURPOSE

A Temporary Use Permit is required for activities, uses, and structures that operate for a finite duration/on a temporary basis and are not otherwise permitted in the zoning district where they are located.

## APPLICABILITY

Pursuant to [Section 31.19](#) of the Zoning Code, the following temporary activities, uses, and structures can be permitted following the application for and issuance of a Temporary Use Permit:

1. Seasonal goods sales (e.g. Halloween, Christmas);
2. Farmers markets and produce markets;
3. Antique markets, flea markets, rummage sales, and similar events, except such markets that include the sale of firearms and ammunition are subject to the requirements of Article 58 "Firearms and Ammunition Retail Sale Use" and are not subject to this Section;
4. Food truck vending;
5. Entertainment and assembly events, including carnivals, circuses, concerts, fairs, festivals, food events, haunted houses, outdoor entertainment/sporting events, and similar events designed to attract large crowds;
6. Structures and uses such as construction offices and storage sheds associated with the construction of a building or group of buildings that are located within ¼ mile of a property if such property has an active Building Permit, and;
7. Other temporary activities, uses, and structures that the Zoning Administrator determines are similar in nature and intensity to those identified above.

## 1. PROJECT CONTACT INFORMATION

**Applicant:** \_\_\_\_\_  Property Owner  Agent of Lessee  Agent of Owner  Other:

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

Owner Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*Continues on page 2.*



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## 2. PROPERTY OWNER AUTHORIZATION

Please provide written authorization from the property owner consenting to the proposed temporary activities, uses, and structures. ATTACHED  (REF. PAGE \_\_\_\_\_)

## 3. DESCRIPTION OF PROPOSED ACTIVITIES, USES, AND/OR STRUCTURES

3a. Address of Proposed Activities, Uses, and/or Structures: \_\_\_\_\_

3b. Please provide a brief description of the proposed temporary activities, uses, and structures. These can include fences, sun shades, barriers, seating areas, and other related improvements.

ATTACHED  (REF. PAGE \_\_\_\_\_)

3c. Please provide the following information about business operations:

Hours of Operation: \_\_\_\_\_

Total # of Employees: \_\_\_\_\_

Expected Total # of Customers/Visitors: \_\_\_\_\_

Total # of Parking Spaces (if applicable): \_\_\_\_\_

## 4. SITE PLAN & CIRCULATION

4a. Please provide an existing and proposed site plan detailing temporary site improvements (i.e. structures and uses) in relation to permanent site improvements, the estimated square footage of the area being utilized for the temporary use, and proposed circulation to/from and through the site.

ATTACHED  (REF. PAGE \_\_\_\_\_)

4b. Please provide information on how circulation and parking needs will be addressed.

ATTACHED  (REF. PAGE \_\_\_\_\_)

**NOTE: The City reserves the right to request additional information if deemed necessary.**