



TEMPORARY USE PERMIT APPLICATION

PERMIT #:	_____
ZONING:	_____

1. PROPOSED USE: <input type="checkbox"/> RETAIL <input type="checkbox"/> STORAGE <input type="checkbox"/> CHURCH <input type="checkbox"/> OTHER: _____			
2. SITE ADDRESS: _____			
LEGAL DESCRIPTION: ACCOUNT #: _____ LOT(S): _____ BLK(S): _____			
SUBDIVISION: _____			
3. PROPERTY OWNER: _____		PHONE: _____	
MAILING ADDRESS: _____		CITY: _____ STATE: _____ ZIP: _____	
E-MAIL ADDRESS: _____			
4. APPLICANT: _____		PHONE: _____	
MAILING ADDRESS: _____		CITY: _____ STATE: _____ ZIP: _____	
E-MAIL ADDRESS: _____			
5. DESCRIPTION OF TEMPORARY USE / EVENT: _____			
6. EVENT DATE(S): START: _____		END: _____	

Temporary Use Permit Application required submittals and additional information:

1. An original signed application with the property owner's and applicant's original signature. (*Faxed, Scanned, E-mailed, or Incomplete Applications will not be accepted.*)
2. Provide a copy of a property survey or aerial image showing the placement of your structure. Please notate all setbacks, entry / exits and all ancillary items that include but are not limited to: Tent Placement, Structure Placement, Parking Areas, Fences, Cooking Areas, Stage, Public Facilities. (*ONLY WHAT IS APPLICABLE TO YOUR EVENT*).
3. Please include a written scope of work detailing the square footage of tent, container or structure. Include the number of chairs, stage / size, cooking / type of food, fence / height, etc., include electrical power (*ONLY WHAT IS APPLICABLE TO YOUR EVENT*).
4. A written authorization from the property owner and a copy of your event Certificate of Insurance.
5. Event setup up may occur no earlier than one (1) day prior to your event start date and must be removed no later than one (1) day after your event end date.

<p>FOR OFFICIAL USE ONLY</p> <p>[DATE RECEIVED]</p> <p>DO NOT WRITE IN THIS BOX</p>
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_____	_____	_____	_____
<i>Property Owner / Authorized Representative</i>	<i>Signature</i>	<i>Date</i>	<i>Phone</i>
_____	_____	_____	_____
<i>Applicant Name / Title</i>	<i>Signature</i>	<i>Date</i>	<i>Phone</i>