



## TEMPORARY USE PERMIT APPLICATION Procedure

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1. Applications for temporary uses will be reviewed by the Zoning Administrator with additional comments provided by the Land Development Staff (LDS) when appropriate (*special events*).
2. Applications must contain a site plan (*drawn to scale*) showing the specific location where the use will be conducted, the nature of the activities to be conducted, and the period of time for which the temporary use permit is requested.
3. The review, at minimum, must ensure:
  - a) The use will not create a nuisance.
  - b) The use will not generate excessive vehicular traffic.
  - c) The use will not generate a vehicular parking problem.
  - d) The use will properly separate vehicular and pedestrian traffic.
  - e) The use and associated activities will not violate City Code provisions.
4. All temporary use permits shall pay a fee in accordance with the following schedule at the time of application submittal

|           |                                       |                 |
|-----------|---------------------------------------|-----------------|
| <b>a.</b> | Banners/Signs/Balloons.               | <b>\$80.00</b>  |
| <b>b.</b> | Outdoor Events.                       | <b>\$110.00</b> |
| <b>c.</b> | City Sponsored/Related Events.        | <b>No Fee</b>   |
| <b>d.</b> | Parades.                              | <b>\$110.00</b> |
| <b>e.</b> | Trailers. (Construction/Sales Office) | <b>\$110.00</b> |

5. The Zoning Administrator will prepare a memorandum to the Building Department indicating approval of the temporary use, outlining its nature, location, authorized period and conditions of approval if any.
6. The Zoning Administrator will be charged with keeping a log of temporary uses outlining the location, nature of use and authorized period of operation.