



**TEMPORARY USE  
 PERMIT APPLICATION**

*Please read the Zoning Code for Temporary Use information attached to this application.*

**Property Owner (Please Type or Print)**

Name
Business Name
Address
City                      State                      Zip
Telephone(s)
Fax No.
Mobil No.
E-Mail

**Temporary Use Applicant (Please Type or Print)**

Name
Business Name
Address
City                      State                      Zip
Telephone(s)
Fax No.
Mobil No. (24 hour Emergency contact information required)
E-Mail

**Location of Temporary Use and Proposed Business Information (Please Type or Print):**

Address: \_\_\_\_\_ Property Zoned: \_\_\_\_\_

Tax Key: \_\_\_\_\_

Duration: Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Total Days: \_\_\_\_\_

Hours of operation: **Weekdays** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm **Weekends** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Days of operation (example: Monday thru Saturday): \_\_\_\_\_

Describe the purpose and intent of the temporary use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Site Sketch required for a temporary use less than two weeks.
- Site Plan required for a temporary use greater than two weeks or uses requesting a temporary structure.

**Sign Information:** *Any Temporary Signs require an application and approval in addition to this form. See Section 17.48(3)(n) of the Zoning Code for regulations. All temporary signs require a permit.*

***All displays and /or materials used for this temporary use permit are required to be removed from the property upon expiration of this permit.***

\_\_\_\_\_  
 Temporary Use Applicant Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Property Owner Signature (required)

\_\_\_\_\_  
 Date

No part of any lot, yard, parking area or other space required for a structure or use shall be used for any other structure or use.

(5) GENERAL USE REGULATIONS. Only the following uses and their essential services may be allowed in any districts. (a) Permitted Uses specified for a district.

(b) Accessory Uses and structures are permitted in any district but not until their principal structure is present or under construction.

(c) Conditional Uses. See Section 17.10 of this Chapter.

(d) Unclassified or Unspecified Uses may be permitted by the City Plan Commission provided they are found to be similar in character to principal or conditional uses permitted in the district.

(e) (Am. Ord. #2709 – 5/12/12). Temporary Uses are permitted in accordance with the following:

1. Temporary Uses such as food sales, nursery and agricultural stock, carnivals and outdoor commercial events are permitted only in the B-1, B-2, B-3 and B-4 zoning district. Each temporary use may be permitted for a period of up to eight (8) weeks per calendar year.

2. Temporary Uses such as Christmas tree sales and real estate field offices may be permitted for a period of up to two (2) months per calendar year. Garage, basement, yard and craft sales may be permitted pursuant to Section 17.37 (2) of this Chapter. Uses under this paragraph may be permitted in residential and commercially zoned districts.

3. Construction field offices may be permitted on a lot in which the construction is occurring and must be removed upon completion of the construction project.

4. The total duration of temporary uses permitted annually within a development area is limited to eight (8) weeks. For the purposes of this section, a development area is defined to include all lots, outlots and parcels under common ownership which make up the recognizable extent of the development site as determined by the Zoning Administrator.

5. Requirement. No temporary use shall be established, developed, altered, constructed, moved, extended, enlarged, continued or changed without obtaining a Temporary Use Permit. A Temporary Use Permit review fee pursuant to Section 17.45 of this Chapter shall be submitted to the Department of Economic and Community Development with the following required materials:

(a) Submittals for temporary use permits with a requested duration of less than two (2) weeks and which do not include temporary structures will include a site sketch showing the extent and location of the proposed use. Submittal requirements may be modified for Temporary Uses which, in the judgment of the Zoning Administrator, are of minimal duration and are of a non-intrusive nature.

(b) Submittals for temporary use permits with a requested duration of greater than two (2) weeks or which include the use of temporary structures will include a site plan in conformance with Section 17.39 of this Chapter.

6. Compliance. Where a use does not comply with the conditions of the permit, the temporary use permit shall be revoked and the use shall be considered a violation of this Chapter.

(h) (Am. Ord. 2714 – 7/21/12) Donation Drop-Off Boxes are prohibited on all public and private property except under the following circumstances:

1. Donation drop-off boxes are allowed on a property where the donation box is an accessory use to the primary use of the property and the box is used exclusively to support the primary use.

2. The drop-off box must be placed within the buildable area of the lot in an interior side or rear yard and must be screened from view of any public right-of-way.

3. All donations must be fully enclosed in a donation drop-off box. Donations that are not fully enclosed in a donation drop-off box are considered a public nuisance and subject to removal by the city at the owner's expense.

(6) GENERAL SITE REGULATIONS. (a) All Lots shall abut upon a public street and each lot shall have a minimum frontage of 60 feet, except lots fronting on the radius of a cul-de-sac which shall have a minimum frontage of 50 feet.

(b) All Principal Structures shall be located on a lot; only one (1) principal structure shall be located, erected or moved onto a lot in the single-family and two-family residential districts.

The Plan Commission may permit more than one (1) structure per lot in any other district where more than one (1) principal structure is needed for the orderly and logical development of the parcel. When additional structures are permitted, the Plan Commission may impose additional yard requirements, landscaping requirements, or parking requirements, or may require a minimum separation distance between principal buildings in accordance with Section 17.36.