



Application for Temporary Use Permit

Permit Cost: **\$50.00**

Primary Code Reference: **Chapter 7, Section 10.30**

Applicant Information

Name of Applicant:	
Applicant Phone Number:	Applicant Fax Number:
Applicant Mailing Address:	
Applicant Email Address:	
Relationship of Applicant to Property:	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Lessee <input type="checkbox"/> Other
Name of Authorized Agent (if applicable):	
Agent Phone Number:	Agent Fax Number:
Agent Mailing Address:	
Agent Email:	

Property and Use Information

Property Address (if different from applicant):	
Current Zoning:	Current Use:
Proposed Temporary Use(s):	
Legal Description(s):	

Temporary Use Information

Event/Use Name:	
Temporary Use Description: <i>Please describe your project/use in as much detail as you feel necessary. Use extra sheets if required.</i>	
Term of Temporary Use	Begin Date: _____ End Date: _____

FOR USE BY COUNTY STAFF – DO NOT WRITE HERE

Case Name/No.:	Date Received:
Fee/Amount Paid:	
Planning Comm. Date:	PC Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Chairman:	Date Signed:

The following items shall be submitted along with this application. Please review Section 10.30 for the specific regulations, procedures and approvals required for a Temporary Use Permit.

Required Materials (per Section 10.30):

- a) A general narrative of the temporary use, including the reason for the event/use, the portion of the property to be used, the general features of the event/use, and any other information necessary to determine the temporary use's consistency with Regulations.
- b) The names, addresses, and phone numbers of all property owners within 1,000 feet of the project site.
- c) A site plan with dimensions, location of any temporary structures, and key features of the site and event/use.
- d) A vicinity map indentifying the type and location of all land uses adjacent to the subject property.
- e) All proposed parking and signage, complete with dimensions and elevation drawings (signs and other features that rise above ground level.

Updates to These Materials

The Applicant or his/her agent shall notify Campbell County of any changes to the information provided in the application summary that occur while any approval of the Temporary Use Permit application is pending. Notification of any changes to the information provided in the application during or post-construction must be provided to the County for review and approval by the Director of Public Works. It is also understood that the Applicant shall submit a revised project plan showing the final location of all facilities.

Acknowledgement of Right to Appeal

The Applicant herein, or his/her authorized Agent, hereby acknowledges that he/she has been advised of his/her right to appeal the decision of the Planning Commission to the County Commission, according to the requirements of Section 10.70 of the Zoning Regulations.

Applicant Signature: _____ Authorized Agent: _____

Agent Authorization and Request for Notification of Changes

The applicant, if signed below, grants the above noted authorized agent the authority to act on the property owners behalf regarding all matters of this application. Please also check YES if the Applicant requests to receive correspondence from the Planning Division regarding any submittals received or changes made during this application.

Applicant Signature: _____ Date: _____

Yes, I request to receive notification of submittal changes made during the application review process.