



## Temporary Use Permit

### Submittal Checklist

#### General Requirements

- |                          |                                       |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Site Plan                             |
| <input type="checkbox"/> | Project justification and description |
| <input type="checkbox"/> | Owner's Authorization                 |

### Plan Contents

All plans should be neat, clear, legible and drawn to a standard Engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected.

#### Plan Contents

Include the details below on a site plan.

- |   |   |
|---|---|
| ▪ | Legend Information:   |
|   | ○ Indication of standardized scale, both fractional and bar (i.e. 1" = 20')   |
|   | ○ North arrow   |
|   | ○ Address of property   |
|   | ○ Contact information for applicant (name, address, email and phone number)   |
| ▪ | Drawing information:  |
|   | ○ Property lines and dimensions   |
|   | ○ Location and dimension of existing and/or proposed structures and fences.   |
|   | ○ Location, type, dimension and size of proposed temporary use  |
|   | ○ Setbacks of the proposed temporary use  |
|   | ○ Location, number and size of parking spaces provided for the proposed temporary use   |
|   | ○ Location, number and size of existing parking spaces located within the development site which will remain unencumbered by the proposed temporary use |
|   | ○ Location and names of all adjacent rights-of-way  |
|   | ○ Location, type, dimension and size of existing and/or proposed signs  |