

**Submittal Checklist: Temporary Permit**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

**Application Contents:**

A temporary permit is required for all uses, buildings, signs, and nonoperative vehicles which are not permanent and would otherwise not be permitted in a particular zone district. The following items represent a complete temporary permit application:

- \_\_\_ 1. Completed, notarized land use application form
- \_\_\_ 2. Application fee
- \_\_\_ 3. Signed submittal checklist (this document)
- \_\_\_ 4. Proof of ownership—e.g. deed
- \_\_\_ 5. Written authorization from property owner(s) if an agent acts on behalf of the owner(s)
- \_\_\_ 6. Written request and description of the proposal
  - \_\_\_ Include a response to the temporary permit findings of fact—these are found in Section 26-115 of the municipal code
  - \_\_\_ Include an explanation as to why the temporary permit is necessary
  - \_\_\_ Include an explanation of what permanent arrangements will be made for after the temporary permit expires
- \_\_\_ 7. To-scale site plan indicating existing and proposed conditions (if applicable)
- \_\_\_ 8. Proposed building elevations (if applicable)
- \_\_\_ 9. Any supplementary documents or information relevant to the request

*As applicant for this project, I hereby ensure that all of the above requirements have been included with this submittal. I fully understand that if any one of the items listed on this checklist has been excluded, the documents will NOT be distributed for City review. In addition, I understand that in the event any revisions need to be made after the second (2<sup>nd</sup>) full review, I will be subject to the applicable resubmittal fee.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Phone: \_\_\_\_\_