



**WEST JORDAN CITY  
TEMPORARY USE PERMIT**

8000 South Redwood Road  
West Jordan, Utah 84088  
(801) 569-5060

SUBJECT PROPERTY ADDRESS: \_\_\_\_\_

SUBJECT PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ZONE: \_\_\_\_\_ SIDWELL#: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DESCRIPTION OF PROPOSED TEMPORARY USE OR EVENT: *(Attach additional sheet if necessary)*

\_\_\_\_\_  
\_\_\_\_\_

LOCATION OF TEMPORARY USE OR EVENT (SPECIFIC): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DATE/DURATION OF TEMPORARY USE OR EVENT: \_\_\_\_\_ (TO) \_\_\_\_\_

TIME OF OPERATION: \_\_\_\_\_

ADMINISTRATIVE TEMPORARY USE FEE: **\$150+\$5 tech. fee** *\*\*\*The Administrative temporary use is for a period not to exceed 15 days. Permits for Christmas tree sales and Fireworks stands shall be issued by the City Planner or his designee for periods not to exceed 60 days\*\*\**

PLANNING COMMISSION TEMP. USE FEE: **\$350+\$5 tech. fee** *\*\*\*Permits up to 90 days must be approved by the Planning Commission as outlined in section 89-5-405 of the West Jordan Municipal Code\*\*\**

*Applicant shall adhere to the following standards for temporary use as set forth in the West Jordan Municipal Code.*

**Section 89-5-405(b) APPLICATION AND REVIEW REQUIREMENTS**

- b(1)** A site plan drawn at a scale of 1" = 20' that shows the address, setbacks, the location of the temporary use, other structures on the lot, and access from a public street. A detailed site plan of the area to be occupied by the temporary use, drawn at a scale of 1" = 10' shall also be submitted showing parking areas, pedestrian circulation, trash and temporary toilet locations and type of temporary structures, sign location, and utility locations.
- b(2)** Verification that the temporary use is located on a property with public and/or private improvements (hard surface parking areas, power, toilet facilities, parking, water, etc.) adequate to support the temporary use.
- b(3)** An affidavit of owner's authorization showing that the applicant has the right to establish the temporary use on the lot.
- b(4)** A plan for trash removal and restoration of the site to its prior condition after the temporary use has been terminated.
- b(5)** Plans shall be submitted for all temporary structures to be located on the site.
- b(6)** A complete application for a Temporary Use Permit, if issued by the City Planner or his designee, shall be filed with the Community Development Department at least 10 working days prior to the date of commencing operation. A complete application for a Temporary Use Permit reviewed by the Planning Commission shall be filed with the Community Development Department at least 36 working days prior to the date of commencing operation.
- b(7)** Proof of adequate liability insurance may be required.

**89-5-405(c)**

- c(1)** All parking lots must be hard surfaced with an approved material designed to prevent accumulation of water and the tracking of mud from the site. In no case shall parking for a temporary use decrease the required parking stalls for an existing site.
- c(2)** Toilet facilities must be available for public use on sites. If temporary toilets are used, the applicant shall provide documentation as to who will maintain these facilities in a sanitary manner.

- c(3) Any electrical power to the site must be located so as to not present any hazard to the public and must be inspected by the City's Building Department.
- c(4) Plans for all temporary structures and uses shall be in sufficient detail to determine the type of structures and the techniques to be used to provide stability and safety to the public. Sufficient setbacks from property lines, parking, traffic and other structures shall be required to assure safety of the public.
- c(5) Inflatable structures and temporary membrane structures (tents) must be anchored in an approved manner to prevent wind or other severe weather from collapsing the structure.
- c(6) Hot air balloons or inflatable advertising devices must be tethered securely to avoid such devices from breaking free or otherwise causing property damage or injury to the public, must meet applicable building codes and must be inspected for compliance.
- c(7) Temporary structures such as produce stands, sun shelters, food and beverage carts, etc. must be of durable materials and constructed to withstand weather and must meet applicable building code requirements. In some cases, an inspection of the structure may be required.
- c(8) Pedestrian circulation must be identified on the site and clearly marked so as to avoid conflicts with parked vehicles and/or adjacent streets serving the site. If deemed necessary by the Fire Department and /or the Police Department, fencing shall be provided to provide pedestrian safety.
- c(9) The number of parking stalls to serve the temporary use shall be determined by the Community Development Department based on parking requirements of similar land uses.
- c(10) Prior to commencing the operation of a Temporary Use, an inspection of the site by the Fire Department and Building and Safety Department is required. In some situations, the Police Department shall also inspect the site. If permits from any of these City Departments are required, the business shall not commence until approval of said permits. A business license is also required and shall not be issued until the site and/or buildings have been approved by all applicable City Departments.
- c(11) A cash escrow or other financial guarantee may be required if deemed necessary to ensure that the site is returned to an acceptable condition upon the termination of the temporary uses.

**89-6-1103(f) - SIGNS**

*Temporary use on-premise sign. One (1), 32 square foot, temporary use on-premise sign placed in connection with a Christmas tree lot, fireworks stand or other temporary use that is approved and licensed by the city.*

Any additional signage will require a temporary sign permit, and payment of the permit fee. Temporary signage means any exterior sign, banner, pennant, valance, or advertising display constructed of paper, cloth, canvas, light fabric, cardboard, wallboard, or other light materials, with or without light frames, intended to be displayed for a short period of time. Examples of temporary signs include, but are not limited to, A-frame signs, balloons, banners, garage/yard sale signs, political signs, real estate signs, or special event signs. **Portable reader boards are prohibited.** To obtain a temporary sign permit please come into the City offices and fill out a "Temporary Sign Permit" application.

In addition, an inspection is conducted of the property where the temporary use will be operated and any violations on the property will prevent staff from approving your business license. Should you have any additional questions regarding these regulations, feel free to contact the Planning and Zoning Division at 569-5060.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**STAFF USE ONLY**

APPLICATION RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ FEE PAID: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_

CITY VIEW #: \_\_\_\_\_

**APPROVED BY:**

PLANNING \_\_\_\_\_  BUSINESS LICENSING \_\_\_\_\_  OTHER \_\_\_\_\_

Fire \_\_\_\_\_  Building \_\_\_\_\_  Police \_\_\_\_\_