



# Temporary Use Submittal Requirements

## *Miscellaneous Land Use Actions*

Seasonal or transient uses not otherwise permitted may be allowed on an interim basis without full compliance with the development standards. Apply a minimum of seven (7) days prior to the event. See Land Use Code 20.30M. Temporary Use approval is not required for any event regulated by the city’s Special Events Code (BCC 14.50).

**You must apply for this permit online** and upload PDF documents through MyBuildingPermit. Paper plans are not accepted.

### Temporary Use (LR)

Required Documents
Business Registration (if business venture)
Site Photographs - for temporary uses that are WCF, the following additional items are required: elevation drawings; sign location and design, including text; graphic depiction for how temporary power will be provided.
Site Sketch/Site Plan – submit on 8 ½ x 11 paper with the scale clearly indicated; show, at a minimum, site location, address and names of adjacent or nearby streets; North arrow; name of company, organization or individual responsible for the drawing; parking facilities; driveway entrance and exit; location of signs (not to exceed 20 square feet); location of temporary or existing structures.
Temporary Use Abatement Agreement

### Other Requirements

- The property owner is responsible for the accuracy and completeness of all information provided with or affecting the application submittal.
- If the property contains or is adjacent to critical areas (streams and stream buffers, wetland, floodplains, and geologic hazard area), additional information may be required.
- Fees are due at submittal. Additional fees are due at issuance and may be due in monthly billings.