

TEMPORARY USE PERMIT

ROCKY MOUNT
DEVELOPMENT SERVICES
THE CENTER OF IT ALL



Address of Proposed Site:		County:	
Date(s) of Event:			
Type of Temporary Use:			
<input type="checkbox"/> Fundraising Activity for Nonprofit (Residentially Zoned, 2 days; no fee) <input type="checkbox"/> Business Promotional Event (10 days; \$50 fee) <input type="checkbox"/> Special and Seasonal Sales Events (30 days; \$50 fee) <input type="checkbox"/> Commercial Entertainment or Amusement Event (45 days; \$50 fee) <input type="checkbox"/> Other: _____			
Applicant Name:			
Business/Organization Name:			
Applicant Mailing Address:			
City:	State:	Zip Code:	Telephone:
Applicant Email Address:			

A signed and dated letter from the property owner(s) authorizing use of the premises is required at the time the permit application is submitted.

A fee of \$50 must be submitted with this application to the Department of Development Services (unless event is a fundraising activity for nonprofit).

Before signing this application, please read the attached Section 508 Temporary Use Regulations.

By signing this form, you agree to adhere to Section 508. (see attached)

Applicant Signature: _____ Date: _____

(Do not write below this line. For office use only.)

Date Received: _____	Received By: _____	Fee Paid on ___/___/___	Initials _____
Approved _____	Denied _____	If denied, reason for denial; _____	
Zoning Official Signature _____	Date: _____	Expiration Date: ___/___/___	

Revised 12/19



Sec. 508 Temporary Use Permit Standards

By signing below, you acknowledge you have read and agree to comply with the following requirements:

1. Land Use Compatibility. The temporary use must be compatible with the purposes and intent of this LDC and the zoning district in which it will be located. The temporary use shall not impair the normal, safe, and effective operation of a permanent use on the same site. The temporary use shall not endanger or be materially detrimental to the public health, safety or welfare, or injurious to property or improvements in the immediate vicinity of the temporary use, given the nature of the activity, its location on the site, and its relationship to parking and access points.
2. Compliance with Other Regulations. A Building Permit or Temporary Certificate of Occupancy may be required before any structure used in conjunction with the temporary use is constructed or modified. All structures and the site as a whole shall meet all applicable building code, zoning district, and fire code standards and shall be promptly removed upon the cessation of the use or event. Upon cessation of the event or use, the site shall be returned to its previous condition (including the removal of all trash, debris, signage, attention attracting devices or other evidence of the special event or use).
3. Hours of Operation and Duration. The duration and hours of operation of the temporary use shall be consistent with the intent of the event of use and compatible with the surrounding land uses. The Director of Development Services or designee shall establish the duration and hours of operation at the time of approval of the temporary use permit.
4. Traffic Circulation. The temporary use shall not cause undue traffic congestion or accident potential given anticipated attendance and the design of adjacent streets, intersections and traffic controls.
5. Off-Street Parking. With exception for the Central Business District adequate off-street parking shall be provided for the temporary use in all other zoning districts, and it shall not create a parking shortage for any of the other existing uses on the site.
6. Public Conveniences and Litter Control. Adequate onsite restroom facilities shall be required. Adequate onsite solid waste containers shall also be required. The applicant shall provide a written guarantee that all litter generated by the event or use shall be removed at no expense to the City.
7. Appearance and Nuisances. The temporary use shall be compatible in intensity, appearance and operation with surrounding land uses in the area, and it shall not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, dust, smoke, glare, spillover lighting, or other forms of environment or visual pollution.
8. Signs and Attention-Attracting Devices. The Director of Development Services or designee shall review all signage in conjunction with the issuance of the permit. The Inspection Services Administrator may approve the temporary use of attention attracting devices. The number and types of signs and attention-getting devices allowed shall be evaluated on the following criteria:
 - a. The type and size of the proposed event or use;
 - b. Safety considerations (sight distance setbacks, sidewalks in area etc.);
 - c. Lighting considerations (disturbance or nearby residents or adverse effects to traffic on adjacent streets); and
 - d. Aesthetic concerns (appearance, illumination, number and size of signs and attention-getting devices proposed).
9. Other Conditions. The Director of Development Services or designee may establish any additional conditions deemed necessary to ensure land use compatibility and to minimize potential adverse impacts on nearby uses, including, but not limited to, time and frequency of operation, temporary arrangements for parking and traffic circulation, requirements for screening/buffering, and guarantees for site restoration and cleanup following the temporary use. Conditions may include, but shall not be limited to:
 - a. Modifications or restrictions to the hours of operation, duration of the event, size of the activity or other operational characteristics.
 - b. The posting of a performance bond to help ensure that the operation of the event or use and the subsequent restoration of the site are conducted according to required stipulations.
 - c. If the permit applicant requests the City to provide extraordinary services or equipment or if the Director of Development Services or designee otherwise determines the extraordinary services (e.g., traffic control or security personnel) or equipment should be provided to protect the public health or safety, the applicant shall be required to pay to the City a fee sufficient to reimburse the City for the cost of these services if not provided by the applicant.

Obtaining liability and personal injury insurance in such form and amount as the Director of Development Services or designee finds necessary to protect the safety and general welfare of the community.

Applicant Signature: _____ **Date:** _____