

**TEMPORARY USE PERMIT  
RENEWAL APPLICATION**

(THIS IS A RENEWAL OF THE PREVIOUS YEAR'S TEMPORARY USE)

NAME/TITLE OF EVENT: \_\_\_\_\_

EXACT STREET ADDRESS: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

HOURS OF OPERATION: \_\_\_\_\_

PROJECTED ATTENDANCE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

**NOTE:** Issuance of this permit shall be based upon the evaluation and review of information on this application and the applicants' effort to minimize adverse impacts upon adjacent property owners. **RENEWALS:** Renewal is automatic for those events where no changes in activity occur and no complaints were registered. Site plans and letter of intent are not required for such renewals. Proceed to item III.

- 1 You must provide the following information on your site plan (24"x36" or smaller, to scale).
1. Property boundaries with the temporary use located on the plan.
  2. Traffic patterns and parking areas to be used on the site.
  3. Location of driveways and adjacent roads used by those attending the temporary use activity.
  4. Location of sanitary facilities on the property.
  5. Exact boundaries of each of the various uses on the property (games, rides, stages, beverage tents, products, etc.).

2 Will this event have amplified sound? (check one) YES \_\_\_\_ NO \_\_\_\_

Check all that apply:

Music \_\_\_\_ Speaking \_\_\_\_ Rides \_\_\_\_ Games \_\_\_\_ Other \_\_\_\_

What type of amplification will be used? \_\_\_\_\_

3 Will security personnel be employed for this event? (check one) YES \_\_\_\_ NO \_\_\_\_

4 What sanitary facilities will be available to the public? \_\_\_\_\_  
\_\_\_\_\_

5 How many on-site parking spaces are available to the public? \_\_\_\_\_

Will parking occur off site? (check one) YES \_\_\_\_ NO \_\_\_\_

If yes, where? \_\_\_\_\_ How many spaces? \_\_\_\_\_

\*Do you have signed approval from property owners providing off site parking? (check one)

YES \_\_\_\_ NO \_\_\_\_

6 \*If this event has amusement rides, have you received your State Inspection Certificate? (check one)

YES \_\_\_\_ NO \_\_\_\_

7 Will alcohol be served? YES \_\_\_\_ NO \_\_\_\_

\*(Please attach the last two items to this application if required).

**THIS PERMIT IS FOR THE EVENT. YOU ARE REQUIRED TO OBTAIN SEPARATE PERMITS FOR TENTS, ELECTRICAL WORK, BUILDING CONSTRUCTION ETC.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

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*OFFICE USE ONLY*

Police Report: \_\_\_\_\_  
Date

Copy of License Application from Clerks Office: \_\_\_\_\_  
Date

This **TEMPORARY USE PERMIT RENEWAL** has been approved for another year of operation.

\_\_\_\_\_  
Chief Building Inspector

\_\_\_\_\_  
Date