

Application for Temporary Use

Date ____/____/____

Applicant Information

Name _____

Company Name _____

Address _____

Phone _____ Email _____

Property Owner information

Name _____

Company Name _____

Address _____

Phone _____ Email _____

Event Information

Date of Event ____/____/____

Event Location/Address _____

Event Description _____

Start time _____ End Time _____

Will tents be used YES NO If yes, how many? _____

Will there be other temporary structures onsite? YES NO

If yes, please describe _____

Will you be selling merchandise and/or services YES NO

Application Fee

A **\$50 non-refundable** temporary use application fee made **payable to the City of Travelers Rest** will be charged to cover the cost of processing the permit. Other charges including City service charges may occur. Until both the application and application fee are received, your application will not be considered complete. Submitting an application does NOT guarantee that your event will be approved.

Application Guidelines

1. Please attach a scaled drawing of the property that reflects, at a minimum, the following: (A) property lines, existing buildings, and other relevant site improvements; (B) the nature and dimensions of the proposed use or activity; (C) existing buildings and other relevant site improvements on adjacent properties; and, (D) topographic, natural, or any other features relevant to the requested temporary use.
2. The Administrator shall review the application for sufficiency pursuant to [Section 6:20](#) prior to routing the application for staff review. If the application is determined to be insufficient, the Administrator shall contact the Applicant to request that the Applicant resolve the deficiencies.
3. The Applicant/Property Owner is advised that any permanent alterations to the site are prohibited.
4. The Applicant/Property Owner is advised that all temporary structures and signs must be removed upon lapsing of the permit or cessation of the activity, whichever occurs first.
5. The Applicant and the Property Owner affirm that all information submitted with this application, including any/all supplemental information, is true and correct to the best of their knowledge and have provided full disclosure of the relevant facts.

Please refer to Temporary Uses and Structures, [Section 6:20](#), of the City's Zoning Ordinances for additional information.

Applicant Signature _____ Date _____

Property Owner Signature _____ Date _____