



Temporary Occupancy/Placement
Permit
Application

\$25.00 Application Fee

Applicant Information

Applicant Name:							
Temp-Use Site Address:							
Applicant Phone:			Applicant E-mail:				
Property Owner Name:		<input type="checkbox"/> Same as above					
Property Owner Address:		<input type="checkbox"/> Same as above					
City:				State:		Zip:	
Property Owner Phone:			Property Owner E-mail:				

If the applicant is not the site property owner, the property owner must provide written allowance of the requested use. This allowance may be in the form of a letter of permission or a signature on the permit application.

Use Information

Description of Proposed Temp Use:									
Date Range Requested:		From -		a.m. p.m.		To -		a.m. p.m.	
Reason for occupancy/placement:		<input type="checkbox"/> Dumpster <input type="checkbox"/> Storage Pod <input type="checkbox"/> Portable toilet		<input type="checkbox"/> Landscape material <input type="checkbox"/> Other		Size & Weight: _____ _____			

✓ Submittal Requirements

	Site Plan – If occupancy on public property, a scaled drawing of the location of the proposed occupancy/placement to include: 1) Indication of the scale (i.e. 1” = 20’) 2) North arrow 3) Property lines and dimensions of adjacent property 4) Name of all adjacent public rights-of-way 5) Total width of all adjacent streets and alley rights-of-way 6) Location of curb, sidewalk, and landscaping
	Letter or copy of contract allowing use of lot (if not owned by applicant); or, owner signature below;
	General Liability Insurance – declaring liability for company under application; if on public property

✓ Affirmation Statement/Signature *By my signature affixed hereto, I understand that:*

Temp uses are allowed with approval of a temp use permit for a period determined by staff. The Town of Lochbuie may impose conditions, bonding, and insurance necessary for the health, safety, and welfare of the inhabitants of the community. If occupancy on public property, an agreement by the applicant that such applicant, upon issuance of a Temporary Occupancy permit, will: 1) be required to obtain and provide evidence of current liability insurance in the name of the licensee with the Town of Lochbuie at name as an insured, if applicable; 2) agree to comply with all terms and conditions of the permit; 3) agree to be responsible for all damages to property or injury to persons arising out of exercise of the permit; 4) agree to indemnify and save harmless the Town of all its officers, agents and employees from all suits, action or claims of any type brought for or on account of any injuries or damages received or sustained by any person or property related to exercise of the permit, any act or omission of the permittee, the permittee’s agents or employees, or the failure of the permittee to maintain the structure or device or the structure of device or to provide necessary safety devices; and 5) agree to defend against any suit, action, or claim and pay any judgement with costs, which may be obtained against the Town its officers, employees or agents growing out of the injury or damage.

Signature

Printed Name

Title

Date