



## TEMPORARY USE PERMIT APPLICATION CHECKLIST

**All of the following information shall be submitted electronically with an application for approval of a temporary use permit, unless one or more items are specifically waived in writing by the Town Administrator:**

- The Land Use Application form provided by the Town Administrator.
- A vicinity map indicating the location of the property.
- A legal description of the property.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- A cover letter including a statement of the purpose of the application, a brief description of the proposed temporary use, and the time period requested for the use.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A cash deposit, surety bond or letter of credit, adequate to cover any removal of structures and cleaning of the site in an amount equal to one hundred twenty-five percent (125%) of the estimated removal and cleaning costs.
- A drawing showing the location of the following:
  - The building(s) or area(s) on the lot or parcel where the temporary use will be conducted.
  - The direction of traffic flows and locations of entries and exits of parking lots and the relationships of parking lots to entrances and exits of any buildings associated with the temporary use.
  - The location and number of parking spaces for off-street parking and loading areas proposed for the temporary use.
  - The location of service and refuse collection areas for the temporary use.
  - The location of any temporary signs indicating the size, shape and height of each sign.
- An application fee per the 'Development Processing Fees' document on page three (3) of the Land Use Application.