



TEMPORARY USE PERMIT APPLICATION

Fee _____
File No. _____

PROPERTY OWNER INFORMATION

Name(s) _____
Contact _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

BUSINESS/APPLICANT INFORMATION (If different from owner)

Name(s) _____
Contact _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

SITE INFORMATION

Property Address _____
Present Zoning _____ Present Land Use _____

USE SPECIFICATIONS

Type of Use/Activities to Take Place _____
Duration of Event _____
Days and Hours of Operation _____
Number of Employees _____ Number of Clients/Day _____
Size of Temporary Structure _____ Location of Sanitary Facilities _____
Proposed Parking _____ Estimated Vehicles/Hour _____

SIGNATURE

I/We, the undersigned am/are the **(owner(s))**, **(duly authorized applicant)**, **(Circle One)** of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for a temporary use permit as indicated above.

Signature: _____ Date _____

APPLICATION SUBMITTAL REQUIREMENTS

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Complete application packet |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Owner authorization /letter |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Application fee |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Scaled plot plan or site plan showing all existing and proposed structures and enclosures |
| | | 5. State Tax ID / Health Inspection Certificate / Any other applicable licenses. |

OWNER AFFIDAVIT

I/WE _____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, 20____, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize _____ (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the City of Gardner, regarding _____ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process. I/We further attest that I/We agree to be legally bound by the application made on our behalf by applicant and the resultant action upon such application by the City of Gardner.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

Owner

Owner

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by _____.

My Commission Expires:

Notary Public

TEMPORARY USE STANDARDS

Temporary Use. Where temporary uses are permitted, all of the following standards shall be met:

1. A temporary use meeting the standards of this section shall be permitted by the Business and Economic Development Director or designee upon review of a plot plan or site plan in accordance with standards.
2. The temporary use shall be comparable in scale, impact and type of use to an otherwise allowed use in the district.
3. All temporary structures shall meet the required minimum setback for the building type located on the property, or (in the case of vacant property) the required minimum setback for one of the permitted building types in that zoning district.
4. No portion of the temporary use, or accessory activities associated with the temporary use, shall be located within 30 feet of the property line of an existing residence or a residentially zoned district.
5. The use, considering expected attendance, duration, hours of operation, and peak times, shall not create any traffic problems considering access to the site, parking on the site or on adjacent streets, or travel patterns on surrounding streets.
6. The hours of operation shall be between 7:00 am and midnight, except as may be further limited through administrative review based on the specific use and the context of the proposed location.
7. Any use where typical visits are longer than two hours, or an event where a significant component is on-site consumption of food and beverages, shall provide adequate sanitary facilities. Such facilities shall generally be based on one station per 100 persons expected in a peak hour.
8. The duration of the event shall be limited as follows (does not apply to Food and Beverage – Mobile uses):
 - a. Special events – no more than seven days.
 - b. General merchandise sales or services – no more than seven days.
 - c. Seasonal sales – no more than 90 days.
 - d. Or other appropriate administrative limitation based on the specific use and context of the proposed location.
9. All necessary permits for facilities, public safety, or insurance shall be obtained prior to the final approval and activation of the use.
10. All materials, equipment and temporary structures shall be removed upon the discontinuance of the use, and the site otherwise restored to its pre-use condition.