

PURPOSE OF A TEMPORARY USE PERMIT

A Temporary Use Permit review ensures that temporary activities comply with applicable law, including the zoning code, health code and food safety standards. Each Temporary Use is reviewed individually. The approved permit is valid for 6 months from the date of approval. Permits may be renewed by submitting updated information through this application and supplemental materials.

Some examples of activities requiring a Temporary Use permit: Food trucks, construction trailers, holiday tree lots, and farmer’s markets. *Pop up car washes, portable storage units, and garage sales must follow provisions listed in Chapter 154 of the Code of Ordinances, but do not require a temporary use permit.*

It may be necessary to contact the **Health Department – 937.778.2060** as well as the Engineering Department – **937.778.2044** for additional permit requirements.

SUBMITTAL REQUIREMENT CHECKLIST

| | | |
|---|---|---|
| <input type="checkbox"/> Application | <input type="checkbox"/> Site Plan (Showing size and location of structures, tents, barricades, signage and parking location) | <input type="checkbox"/> Signage (Photo of any free standing or banner signage) |
|---|---|---|

| | | |
|--|---|---|
| APPLICANT INFORMATION | <input type="checkbox"/> Primary Contact | <input type="checkbox"/> Billing Contact |
| Company Name: | | |
| Contact Person First Last Name: | | |
| Mailing Address: | | |
| Phone Number: | Email: | |

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|---|------------------------------|
| LOCATION | |
| Street Address: (Nearest Address) | Zoning District: |
| Land Owner’s Name: | Land Owner’s Contact: |

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| DESCRIPTION - Attach additional pages if necessary. | |
| <p>Please include description of structures that will be placed on site, presence of food, bathroom facilities, parking, ingress, and egress from the site.</p> | |
| Start Date: | End Date: |
| Hours of Operation: | |
| Frequency of Temporary Use and Hours of Operation: (Every Tuesday, only weekend, etc.) | |

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| ACKNOWLEDGMENT AND AUTHORIZATION | |
| <p>The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge and have obtained the property owner's permission.</p> | |
| Applicant Name | Date |
| Applicant Signature | Title |