

Temporary Use Permit Application

PROJECT ADDRESS: _____ **Zoning District:** _____

Applicant _____

Owner _____

Applicant Address _____

Owner Address _____

City _____ State ____ Zip Code _____

City _____ State ____ Zip Code _____

Person to contact _____

Phone # _____

Phone # _____

Email _____

Email _____

Check if same as applicant information

Type of Temporary Use Requested (Check One)

- Temporary Structure
 Temporary Use
 Dumpster
 Special Event

Read the statements below and sign to acknowledge agreement.

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.

Owner Signature: _____ **Date** _____

Applicant Signature: _____ **Date** _____

Checklist:

- Aerial Map or Site Plan (Special Events)
- Completed Project Information
- Application fee (Card, Cash or Check made payable to the City of Riverside)
 Residential **\$40** Non-Residential **\$75**
 Work/Event without a Permit Penalty: **Double Total Permit Fee**

OFFICIAL USE ONLY

Permit No. _____	Intake Staff _____	Date _____	SWPA _____
Zoning _____	Approved _____	Denied _____	Comments _____
Police _____	Approved _____	Denied _____	Comments _____
Service _____	Approved _____	Denied _____	Comments _____
Fire _____	Approved _____	Denied _____	Comments _____
CM _____	Approved _____	Denied _____	Comments _____

Project Information:

Type of Temporary Use (e.g. Festival,
Construction, Farmers Market, Outdoor Sales)

Project, Business or
Organization Name: _____

Date(s) _____

Time: From: _____ To: _____

Estimated # of people on site at any one
time: _____

Temporary Structures (include number
& sizes): _____

General Description (types of activity, etc.)

Check all that apply:

___ Restrooms ___ Signage ___ Sound Equipment ___ Alcoholic Beverages

___ Food ___ Open Cooking ___ Rides ___ Dumpster(s)

___ Tent(s) ___ Trailer(s) ___ Stage(s) ___ Street Closure Request

Please Note:

- 1) A temporary use or structure certificate shall be for a fixed term established at the time of issuance not to exceed **90 days**.
- 2) Only **two (2) certificates** shall be issued to the same applicant, land use, or development project for the same premise each calendar year.
- 3) Within **two (2) days** after the termination of the certificate, the responsible party must remove all temporary structures, items and debris, and restore the premise to a safe condition.
- 4) The applicant shall be responsible for obtaining any other required permits, certificates, or other approvals from Montgomery County, State, or other agencies having jurisdiction.