

Initial Application

Renewal Application [Current Permit Number _____] Date of Issue: _____ Expiration Date: _____

City of Batesville TEMPORARY USE APPLICATION

Applicant

Name: _____ d.b.a. _____

Address: _____

Name of property owner: _____

Phone: _____

Proposed Type of Use

Seasonal Special Event Retail Structure Miscellaneous

Detailed description of Proposed Temporary Use:

Hours and days of operation

Duration of operation

Starting Date: _____

Ending Date: _____

Location

Special Conditions

List any special permits, utilities, or other requirements unique to the operation of this use

Certification

By signing this application, I declare that, to the best of my knowledge and understanding, the information contained herein is accurate and a truthful representation of the facts involved in this matter. I further understand that if any material misrepresentation of the facts contained herein is discovered, the application will be withdrawn from further consideration.

Applicant: _____
Signed

Date: _____

FOR OFFICIAL USE ONLY	
Date Received: _____ Fee Received: _____ Date of Approval/Denial: _____ Date of Renewal: _____	Comments:

**Instructions for completing
Temporary Use Application**

- Type Application** Indicate if this is an initial application or a request to renew an existing permit. If the request is for a renewal, indicate the current permit number, date issued and date of expiration.
- Applicant:** Provide the name, address and phone number of the person making this application. The applicant must be the person who has primary responsibility for the event, business or operation for which this permit is being requested. If the applicant does not own the property on which the activity will occur, provide the property owner's name.
- Proposed Type of Use** Indicate which type of use is being proposed, using the chart below. Provide a description of the activity in sufficient detail to clearly indicate the nature of the activity.
- Hours and days of operation** Indicate which days of the week this activity will be conducted, as well as the hours of each day.
- Duration of activity** Indication the period of time for which a permit is being requested. The total time between the start date and end date may not exceed the time limit for that activity listed in the chart below.
- Location** Indicate where the activity is to take place. Be specific. If necessary, attach a drawing or diagram showing adjacent streets, businesses or other landmarks that will help to locate the site of the activity.
- Special Conditions** Indicate whether any other permits will be required, such as from the Health Department; if such a permit is required, confirm that it has been or will be obtained. Indicate if connection to utilities [water, wastewater, electricity, gas, etc.] will be necessary. A temporary use permit may be issued on the condition of obtaining other required permits or utility connections but the activity will be ordered to cease and desist if it is learned that said permits or connections have not, in fact, been obtained.
- Certification** ✓ The Developer must sign and date the certification.

TEMPORARY USE CHART					
Temporary Use	Type	Permit	Fees	Limit	Renewable?
Christmas tree sales lots	Seasonal	Yes	No	30 Days	Once per Calendar Year
Seasonal Fruit and Vegetable Stands	Seasonal	Yes	Yes \$50	90 Days	Once per Calendar Year
Carnivals, concerts, and circuses	Special Events	Yes	No	3 Weeks	Once per Calendar Year
Music festivals	Special Events	Yes	No	3 Weeks	No Limit
Political rallies	Special Events	Yes	No	3 Weeks	No Limit
Tents for religious services	Special Events	Yes	No	3 Weeks	No Limit
Flower stands	Temporary Retail	Yes	Yes \$50	30 Days	Once per Calendar Year
Parking lot sales	Temporary Retail	Yes	Yes \$50	30 Days	Once per Calendar Year
Vendors.	Temporary Retail	Yes	Yes \$50	30 Days	Once per Calendar Year
Food preparation	Temporary Retail	Yes	Yes \$100	90 Days	Once per Calendar Year
Construction shack	Temporary Structures	Yes	No	One Year	Yes
Portable living quarters on a construction site	Temporary Structures	Yes	No	One Year	Yes
Portable office or retail building during construction	Temporary Structures	Yes	Yes \$25	One Year	Yes
Temporary real estate office within a subdivision	Temporary, Misc.	Yes	Yes \$25	90 Days	No
Temporary Signs	Temporary, Misc.	Yes	Yes \$25	90 Days	No
Promotional displays	Temporary, Misc.	Yes	Yes \$25	90 Days	No
Temporary buildings needed during natural disasters	Not Covered	NA	NA	NA	NA
Rummage sales	Not Covered	NA	NA	NA	NA
Farmers' Market, City Sponsored	Not Covered	NA	NA	NA	NA