

For office use only:

Method of Payment: CASH ____ CHECK ____ CREDIT CARD ____ Amount: \$_____ P&Z HTE# _____

TEMPORARY USE PERMIT APPLICATION

Completed applications should be submitted to the Inspections and Permits Department **at least two weeks prior** to the planned event. All applicants should please read the following requirement instructions before completing the application. **Incomplete applications may increase the permit processing time. If a person other than the property owner signs this application, written authorization from the property owner must be attached.**

A site plan/diagram (11x17" maximum) of event property MUST BE ATTACHED (see attachments)

STRUCTURES

- Construction Trailer
- Real estate office/model home
- Temporary Classroom
- Portable Medical Equipment
- Other (please describe) _____

SALES

- Agricultural products grown off-site
- Non-agricultural products
- Fireworks

EVENTS

- Special event (over 100 people)
- Athletic (walk/ride) event
- Town recognized event

 Name of Event

 Location of Event (**exact street address**)

Applicant name _____ (**Please print clearly**)

Email address _____
(Completed permits will be emailed to this address unless otherwise requested)

Address _____ Zip _____

Best Contact Phone _____ Sound amplification hours _____

Set-up/start time/date _____ Clean-up/end date/time _____

Events Only	Will food or goods be sold? (circle Yes No)	Will alcohol be sold? (circle Yes No)
	Security or Traffic direction & control provided by Cary Police or private agency? (circle Cary Private)	
	Private agency name & phone, if applicable: _____	
	Will any Town property be used (i.e., streets, parks, greenways)? _____	
	Will animals be restricted? (circle Yes No)	Prohibit Fireworks? (circle Yes No)

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event will be conducted per all applicable local laws. I understand that failure to address any item listed on this application shall result in the application being returned to me for revision and resubmission. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

 Applicant's name (print)

 Signature

 Date

TEMPORARY USE PERMIT PROCEDURES AND SUBMITTAL REQUIREMENTS

The Town of Cary requires a Temporary Use Permit, approved by the Planning Department, for various uses. The applicant should contact Town departments directly to make arrangements for public safety personnel or Town property for the event. A list of departments and phone numbers are located at the bottom of this page. Failure to make timely arrangements may cause denial of the permit if the Town feels the public health or safety may be affected, or that inadequate steps have been taken to insure that no property damage will be done to Town property. Submittal requirements for Temporary Use Permits include:

Submittal Requirement	Const. Trailer	Sales/Model Home	Temporary Classroom	Portable Medical	Sales	Special Events	Walk/Ride Events
Completed Application	X	X	X	X	X	X	X
Property Owner Notification/Permission				X	X	X	X
Affidavit verifying adjoining property owners were notified						X	X
Sketch Plan (11"x17" maximum size) depicting the following:							
• Location, size & color of all temporary structures	X	X	X	X	X	X	X
• Traffic & pedestrian circulation				X	X	X	X
• Parking for Temporary Use	X	X			X	X	X
• Required Landscaping/underskirting	X	X					
• Location of all permanent structures	X	X	X	X	X	X	
• Location of all setbacks & buffers	X	X	X	X	X	X	
• Location & distance to nearest utilities		X					
• Location, size and colors of temporary signage	X	X	X	X	X	X	X
Complete Routes						X	X
Security Plan						X	X

GENERAL REQUIREMENTS FOR ALL TEMPORARY USES AND STRUCTURES

- Permanent alterations to the site are prohibited. At the conclusion of the event, the property must be restored to pre-event status. This includes removal of all temporary structures and the removal of debris.
- The temporary use or structure will not violate any applicable conditions of approval that applies to a principal use on the site.
- Temporary structures must be located outside any rights-of-way, buffers, or streetscapes.
- If the property is undeveloped, it contains sufficient land area to allow the temporary use or structure to occur, as well as any parking and traffic movement that may be associated with the temporary use, without disturbing protected resources, including required buffers.
- If the property is developed, the temporary use must be located in an area that is not actively used by an existing approved principal use, and which would support the proposed temporary use without encroaching or disturbing existing buffers or required setbacks from buffers or streetscapes, open space, landscaping, traffic movements, pedestrian circulation, or parking space availability.
- Tents and other temporary structures will be located so as to not interfere with the normal operations of any permanent use located on the property.
- Off-street parking is provided in accordance with the requirements set forth in the Land Development Ordinance.
- All inspections and permits required by applicable construction codes must be made and approved by the Inspections and Permits Department.
- Applications for temporary structures to be located in or near the one percent (1%) annual chance floodplain will be required to submit a plan to the Stormwater Management Engineer for the removal of such structure(s) in the event of a hurricane or flash flood notification. The plan must include the following information:
 - (1) The name, address, and phone number of the individual responsible for the removal of the temporary structures.
 - (2) The time frame prior to the event at which a structure will be removed;
 - (3) A copy of the contract or other suitable instrument with a trucking company to insure removal equipment when needed; and
 - (4) Designation, accompanied by documentation, of a location outside the floodplain to which the temporary structure will be moved.

Department	Phone	Purpose
Police Department	919-460-4901	To arrange for police assistance in traffic control, parking direction, route layout, etc. If Cary police officers will be needed, whether off or on duty, arrangements must be made no less than four weeks prior to the event.
Inspections & Permits	919-469-4351	Any tent 200 square feet (tents have sides) or any canopy 700 square feet (canopies do not have sides) will require a fire inspection and issuance of a North Carolina Fire Code Permit.
Permits and Inspections	919-469-4340	To apply for permits for stages or other types of temporary structures as well as for permits for temporary power needed for the event.
Public Works and Utilities	919-469-4361	To arrange for barricades, trash and/or rubbish removal by the Town, including arrangements for dumpsters.
Parks, Recreation, and Cultural Resources	919-469-4061	To arrange for using Town property, such as parks, greenways, Page Walker Arts & History Center, Community Centers, etc..

Temporary Use Permit Quick Reference Table

	Temporary Use	Use Specific Standards	Maximum Time Frame	Signs Permitted
Structures	Construction Trailer	<ul style="list-style-type: none"> Underskirting required around trailer Building permit required Parking required on the same lot/parcel 	1-3 years	<ul style="list-style-type: none"> Signs shall be located only on private property and only on such property where the activity is taking place. Only one (1) such sign per public street frontage. Ground sign shall not exceed forty-two (42) inches in height and sixteen (16) square feet in area per side, or If attached to a wall, shall not exceed thirty-two (32) square feet in area per side. Signs shall be erected no sooner than five (5) days prior to and shall be removed no later than one (1) day following the activity.
	Sales/Model Home	<ul style="list-style-type: none"> Must be aesthetically compatible with character of the community Parking must be provided on the same lot for at least one employee, one handicapped and one visitor space Parking must be screened with minimum 24" shrubs A handicapped accessible restroom must be provided Connection to Town utilities required if within 450 feet For single-family developments, at least three hundred (300) square feet of evergreen plantings must be provided around the base of the temporary use; one (1) upper-story tree shall be provided per forty (40) feet of street frontage of the lot on which the structure is located; and one (1) ornamental tree shall be provided per twenty (20) feet of street frontage 	1-3 years	
	Temporary Classroom	N/A	N/A	
	Portable Medical Equipment	N/A	24 hours/week up to 1 year	
Sales	Agricultural Product Sales	The temporary sale of agricultural products grown off-site may be accomplished from a vehicle, trailer, or shipping container	180 days and no more than three (3) occurrences per parcel per calendar year.	
	Non-Agricultural Product Sales	<ul style="list-style-type: none"> Peddler's license is required Must take place on a developed site where the principal use is retail sales, or on an immediately adjacent developed out-parcel Goods are limited in scope to similar or complimentary products, goods, and/or services to those offered by the principal use Temporary sales are limited between 7:30 a.m. and 10 p.m., or the same hours as the principal use, whichever is more restrictive Temporary structures must match the predominant color of the principle structure or be of a neutral or earth tone color The temporary use will not occupy any existing parking required for the principal use 	90 days and no more than three (3) occurrences per parcel per calendar year.	
	Firework Sales	<ul style="list-style-type: none"> Temporary sales of fireworks must meet all requirements for temporary sale of non-agricultural goods; however, the temporary sale of fireworks are exempt from the similar product provisions 		
Events	Special Events	<ul style="list-style-type: none"> Adequate plan for security and safety must be implemented on, and around, the site of the event, including staffing, provision for pedestrian safety, restroom facilities (if necessary), traffic routing and emergency vehicles 	7 days per calendar year	
	Walk/Ride Events			
	Town Sponsored Events	<ul style="list-style-type: none"> Adequate plan for public health, safety, and welfare on, around, and outside the site of the event shall be implemented, including a showing that the event will not likely cause interference with the movement of emergency vehicles to such an extent that adequate police, fire, or other emergency services cannot be provided throughout the Town and will not likely cause unreasonable or unwarranted disruption to vehicular or pedestrian traffic 	N/A	

This is to advise you that your request for a Temporary Use Permit is **approved / denied** subject to the following:

- This approval is valid from _____ to _____.
- Any changes in event time or event plans are to be communicated to the Planning Department at (919) 469-4046.
- One temporary sign, 16 square-feet in area (per side) and a maximum of 42 inches in height is permitted in association with this event. If the sign is attached to a building, a maximum of 32 square feet in area per side is permitted. The sign shall be erected no sooner than five (5) days prior to the event and shall be removed no later than one day following the event. No other attention getting devices such as flags banners or balloons or off site signs shall be permitted.
- It is important that a safe environment is provided for the community during your event so if you plan to utilize electric energy to power any devices, appliances or equipment you may need an electrical permit no matter of the electrical power source (building outlets, generator or a temporary power board). Examples of electrically energized devices, appliances or equipment include lighting, tent lighting or exit lighting, sound amplification equipment, electrical cooking equipment, amusement rides, electric games or musical instruments. Please note that all outdoor electrical outlets supplying electrical power for equipment to be used by persons must be ground-fault circuit-interrupter (GFCI) protected. Do not use extension cords plugged into indoor electrical outlets as these receptacles are not likely GFCI protected. The State Electrical Code requires that temporary electrical installations which require an electrical permit must be inspected and approved prior to using. Questions regarding the North Carolina Electrical Code and electrical code requirements can be addressed to Gary Stafford, Town of Cary Chief Electrical Inspector at 919-469-4346 or gary.stafford@townofcary.org. A copy of the Commercial Application is available on our website at www.townofcary.org if needed.
- It is important that a safe environment is provided for the community during your event so if you plan to use a stage, raised platform or bleachers a building permit is required. Along with the completed Commercial Application you must provide the installation instructions and the third-party compliance report for equipment utilized or a stamped and signed design by a North Carolina design professional (architect or engineer) or a design compliant with ICC 300 for bleachers. Questions regarding the North Carolina Building Code and building code requirements can be addressed to Doug Beninate, Town of Cary Chief Building Inspector at 919-469-4345 or doug.beninate@townofcary.org.
- Your tent(s) requires an inspection by the Fire Dept. and a North Carolina Fire Code tent permit. Contact Kenneth Caudle at (919) 469-4351 approximately (3) days prior to schedule the inspection and issuance of the tent permit.
- It is your responsibility to obtain any necessary ABC permits for outside alcohol sales.
- Between 8 a.m. and 9 p.m. noise levels must not exceed 60 decibels, from any point on the closest residential property. After 9 p.m. and up to 8 a.m. noise levels may not exceed 50 decibels.
- No part of this event shall encroach into any areas designated for buffers, setbacks or public Right-of-Way along _____.
- Temporary use must be located in an area that is not actively used by an existing approved principal use, and which would support the proposed temporary use without encroaching or disturbing existing buffers or required setbacks from buffers or streetscapes, open space, landscaping, traffic movements, pedestrian circulation, or parking space availability.
- Adequate off-street parking is required for all employees, volunteers and participants of this event.
- This permit is contingent on your obtaining a building permit from the Inspections and Permits Department for non residential use of this home and to ensure the structure and bathroom meet NC State Building and Handicapped Accessibility Codes.
- Off-street parking shall be provided for at least one employee, one handicapped accessible space and one visitor space. Parking areas shall be screened from off-site views with evergreen shrubs. These plants shall be a minimum of 24 inches tall at the time of installation. When at all possible, all parking spaces shall be provided on the lot of the sales office or model unit. If parking is to be provided on an adjacent lot, the adjacent parking lot shall be removed and restored to its pre-parking lot status within 90 days of the model home being sold.
- The handicapped assessable Porta-John must be screened with brick walls or similar materials which match the home, and are at least as tall as the Porta-John. Access to the restroom facility shall meet North Carolina State Building and Handicapped accessibility codes. Contact David Thomas in Inspections and Permits at 460-4046 for additional information.
- Underskirting shall be installed around all temporary structures requiring site plan approval.
- This trailer is limited to use by employees and subcontractors and shall not be open to the general public, used for real estate transactions, membership, or hiring for the future principal use of the site. Adequate off-street parking for all employees is required.
- Place temporary structures in compliance with building setbacks and in a manner so not to interfere with normal operations of the permanent use located on the property. Structure should not be placed within any right-of-ways, buffers, or vehicular use areas (including ingress/egress) as designated on the site plan
- At the conclusion of the event, the property shall be completely restored to pre-event status. This includes the removal of all temporary structures and the removal of all debris.
- A copy of this letter shall be kept on site throughout the duration of this event.
- Other _____

Staff Name
Staff Signature
Date