



# Highland City Temporary Use Permit Application

5400 West Civic Center Drive, Suite 1, Highland, Utah 84003  
Office Hours: Monday – Thursday, 7:30 a.m. – 6:00 p.m., Closed Friday  
Office (801) 772-4523 or Fax (801) 756-6903

## OFFICE USE ONLY

Application Date: \_\_\_\_\_ Application Fee: \$25.00 Receipt #: \_\_\_\_\_ License #: \_\_\_\_\_

**NOTE: TEMPORARY USE PERMITS ARE VALID ONLY FOR THE SPECIFIED TIME AND LOCATION LISTED ON THE PERMIT. PRINT CLEARLY OR TYPE AN ANSWER TO EVERY QUESTION. IF ANY REQUIRED INFORMATION IS NOT PROVIDED AT THE TIME OF APPLICATION, THE APPLICATION WILL BE HELD FOR ONLY A PERIOD OF 90 DAYS, AFTERWHICH TIME A NEW APPLICATION MUST BE SUBMITTED.**

Highland City Business License #: \_\_\_\_\_ **(Temporary Uses are required to obtain a Highland City Business License)**

Registered Business Name: \_\_\_\_\_

Registered DBA (if applicable): \_\_\_\_\_

Property Address for Temporary Use: \_\_\_\_\_ **HIGHLAND UT 84003**

Business Telephone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Business Website: \_\_\_\_\_

Business Entity Number: \_\_\_\_\_ -- \_\_\_\_\_ \*Number provided by Utah Department of Commerce

Special Event Sales Tax Number: \_\_\_\_\_ \*Number provided by Utah Tax Commission

Business Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

Manager's Telephone: \_\_\_\_\_ Manager's Email: \_\_\_\_\_

Type of Sales: \_\_\_\_\_

Period of Sales (must not exceed 6 months): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

*(Temporary Uses shall be conducted only Monday – Saturday between 7:00 am – 11:00 pm)*

Type of Structure: \_\_\_\_\_

Type of Signage: \_\_\_\_\_

*(All signage will require a separate permit)*

Type of Lighting, if temporary lighting if proposed: \_\_\_\_\_

Estimated # of vehicles per day: \_\_\_\_\_

Describe traffic impact on location: \_\_\_\_\_

### Application must include the following:

- Signed lease agreement from legal property owner
- Site Plan showing location of structure, parking, ingress, egress and traffic flow
- Utah County Health Department Permit (food establishments only)

By signing this application, I agree to comply with all City ordinances as set forth in the municipal and development codes regulating temporary use permits. I understand all Highland City Temporary Use Permits may be evaluated by police, fire, health, and zoning. The privilege to have a Temporary Use Permit in Highland is granted only by the City Administrator through authority of the Mayor and City Council. A permit will only be issued upon completion and satisfaction of all application requirements, investigation process and approval of the City Administrator. Approval of permit is based on the applicant's continual compliance to all Highland City codes governing such businesses and may be revoked if applicant is found in violation. Applicant agrees that upon completion of the use, the premises must be promptly cleaned and restored to the same condition it was in before the use.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**OFFICE USE ONLY**

Business Licensing Official Approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_

Fire Inspection: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_

City Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_