



HIGHLAND CITY

5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

TEMPORARY USE PERMIT APPLICATION

STAFF USE ONLY

Application Date: ___ / ___ / ___ Application Number: _____ Fee Owed: \$25.00
Received by: _____ Receipt #: _____ Cash/Card/Check (Check #: _____)
Planning Commission Meeting Date: _____ City Council Meeting Date: _____
Application: Approved/Denied Staff Comments: _____

PROJECT INFORMATION

Name: _____
Address: _____
Acreage/Property Size: _____

APPLICANT INFORMATION

Name: _____
Mailing Address: _____
Phone #: _____ Fax #: _____
Email Address: _____

Owner Information

Owner Name: _____
Owner Address: _____
Owner Phone #: _____ Owner Email Address: _____
Owner's Signature: _____



HIGHLAND CITY

PROPERTY OWNERS AFFIDAVIT

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon personal knowledge.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20_____.

Notary Public

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, owner(s) of the real property located at _____, in Highland City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the able described real property.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20_____.

Notary Public



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TEMPORARY USE PERMIT CHECKLIST

The following items are required for processing. An application will not be accepted without these items.

TO BE COMPLETED BY STAFF		DELIVERABLES
YES	NO	
		Completed and Signed Planning Application.
		Application Fee: \$25.00.
		Valid authorization for use of the property from the legal property owner; property owner signature must be notarized (see attached form).
		Site Plan - 11"x17" (7 copies).
		Narrative - see attached guidelines (7 copies).
		Valid Highland City Business License number or proof of application.
		Valid Utah State Sales Tax identification number.
		Valid Utah County Health Department permit/approval (if handling food at the temporary use).

*The applicant should be aware that there may be requests to provide additional materials.

Signature: _____ Printed Name: _____

Date: _____ Phone Number: _____

APPROVAL CRITERIA:

General Regulations:

- a. No temporary use permit shall be granted until adequate assurances have been provided ensuring compliance with the provisions of this section and all other applicable city codes.
- b. Temporary uses shall be consistent with the intent and purpose of the development code and not to be detrimental to surrounding properties.
- c. Temporary uses shall obtain a Highland City business license.
- d. Temporary uses shall only be permitted in the C-1, CR, and the Town Center Overlay zoning districts. Temporary Uses are prohibited in residentially zoned areas except those with certain institutional uses, regardless of the zoning designation. These institutional uses include, but are not limited to: public or quasi public sites, city parks, city buildings, and public schools.

Permitted Temporary Uses:

- a. Christmas tree sales, snow shacks, produce stands, firework stands, or similar seasonally related events;
- b. Off-site commercial sales events;
- c. Temporary retail sales;
- d. Such other uses as the city may deem to be within the intent and purpose of the development code.

If you have any questions regarding items on this checklist or the process, please contact the Community Development Department at 801-772-4515.



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TEMPORARY USE PERMIT NARRATIVE

The narrative is requested to provide information necessary to fully evaluate the proposed temporary use and to ensure the use complies with all applicable codes & ordinances.

Please address the following topics in your narrative, additional information may be included:

1. Type of temporary use being applied for.
2. Dates the temporary use will be in effect. (Not to exceed 3 months).
3. Hours of operation. (The temporary use shall only be conducted between the hours of 7:00 a.m. and 11:00 p.m.
4. Type of structure being used for the temporary use. (The use and/or structures are compatible with surrounding land uses).
5. Location of any structure or vehicle used in conjunction with the use, if applicable, in proximity to surrounding area.
6. Description of parking, dust control, and ingress & egress. (Must be adequate to simultaneously serve any existing permanent use, if applicable, as well as the temporary use).
7. Site lighting, if temporary lighting is proposed.
8. Traffic impact. (Use cannot interfere with public streets, pedestrian access-ways, fire lanes, driveways, landscaped areas, or traffic visibility at driveway or street intersections).
9. Statement to restore property. (Upon completion of the use, the premises must be promptly cleaned and restored to the same condition it was in before the temporary use).
10. Signage. (All signage will require a separate permit).