



**Office Use Only:**

Application# \_\_\_\_\_ Fees Paid \_\_\_\_\_  
 Date Received \_\_\_\_\_ Accepted By \_\_\_\_\_  
 Date Complete \_\_\_\_\_ App Deny Conditions \_\_\_\_\_

**APPLICATION FOR TEMPORARY USE**

Submit through Permit division, City Hall, 4th Floor

**APPLICANT/OWNER INFORMATION**

\*Indicates Required Field

	APPLICANT	PROPERTY OWNER
*Name:		
*Title:		
*Address:		
*State:		
*Zip:		
*Phone:		
*Email:		

**PROPERTY INFORMATION**

\*STREET ADDRESS \_\_\_\_\_

\*TAX MAP #(S) \_\_\_\_\_

\*CURRENT ZONING DESIGNATION \_\_\_\_\_

**REQUEST**

\*CODE SECTION AUTHORIZING TEMPORARY USE: \_\_\_\_\_

\*Brief Description of Request Including DATES, TIMES and LOCATIONS: \_\_\_\_\_

\*Will a tent be used on site: \_\_\_ Yes \_\_\_ No

If yes, please provide dimensions: \_\_\_\_\_

If yes, how many times will the tent(s) be setup for inspections? \_\_\_\_\_ If yes, how many tents? \_\_\_\_\_

If yes, Tent setup date & time frame (if multiple tents on different dates/times, please list each one separately): \_\_\_\_\_

\*Other temporary structures onsite: \_\_\_\_\_

**INSTRUCTIONS**

1. The application and fee, **made payable to the City of Greenville**, must be submitted to the Planning and Development Office during normal business hours.
  - a. Permit Fee Temporary Use - \$50.00
  - b. Reoccurring Tent/Structure Setup

If this is a reoccurring event with tents/structures, the Fire Marshall's Office will require a re-inspection fee of \$50.00 for each additional setup inspection after the initial setup inspection.

2. The Applicant/Property Owner must respond to the "Standards" questions on page 2 of this application stating why you believe the application meets the requirements for the granting of a temporary use. Please refer to **Section 19-4.5.2, General Standards for All Temporary Uses and Structures** and **Section 19-4.5.3, Specific Standards for Certain Temporary Uses and Structures** of the Code of Ordinances for additional information.
3. Please attach a scaled drawing of the property that reflects, at a minimum, the following: (A) property lines, existing buildings, and other relevant site improvements; (B) the nature and dimensions of the proposed use or activity; (C) existing buildings and other relevant site improvements on adjacent properties; and, (D) topographic, natural, or any other features relevant to the requested temporary use.
4. The Administrator shall review the application for sufficiency pursuant **Section 19-2.2.6, Determination of Sufficiency**, prior to routing the application for staff review. If the application is determined to be insufficient, the Administrator shall contact the Applicant to request that the Applicant resolve the deficiencies. You are encouraged to schedule an application conference with a planner, who will review your application for sufficiency at the time it is submitted. Please call (864) 467-4476 to schedule an appointment.
5. The Applicant/Property Owner is advised that any permanent alterations to the site are prohibited.
6. The Applicant/Property Owner is advised that all temporary structures and signs must be removed upon lapsing of the permit or cessation of the activity, whichever occurs first.
7. The Applicant and the Property Owner affirm that all information submitted with this application, including any/all supplemental information, is true and correct to the best of their knowledge and have provided full disclosure of the relevant facts.

\_\_\_\_\_ **APPLICANT SIGNATURE**  
 \_\_\_\_\_ DATE  
 \_\_\_\_\_ **PROPERTY OWNER**  
 \_\_\_\_\_ DATE

**SUPPORTING INFORMATION – STANDARDS QUESTIONS**  
**Applicant response to Section 19-4.5.2, Standards – Temporary Uses**

***\*NOTE: Application is incomplete unless each question is answered. Write "not applicable" if the question does not apply. Attach additional sheets as needed.***

- \*1. DESCRIBE THE WAYS IN WHICH THE TEMPORARY USE WILL NOT BE DETRIMENTAL TO PROPERTY OR IMPROVEMETS IN THE SURROUNDING AREA OR TO THE PUBLIC HEALTH, SAFETY, OR GENERAL WELFARE.

- \*2. DESCRIBE THE WAY IN WHICH THE TEMPORARY USE WILL NOT HAVE SUBSTANTIAL ADVERSE IMPACTS ON NEARBY RESIDENTIAL USES.
  
- \*3. IF THE PROPERTY IS DEVELOPED, DESCRIBE THE WAYS IN WHICH THE TEMPORARY USE AND STRUCTURE WILL NEITHER ENCROACH INTO, NOR CREATE A NEGATIVE IMPACT UPON: EXISTING BUFFERS, OPEN SPACE; LANDSCAPING; PEDESTRIAN AND VEHICULAR TRAFFIC MOVEMENTS INCLUDING EMERGENCY VEHICLE ACCESS; AND, PARKING SPACE AVAILABILITY.
  
- \*4. IF THE PROPERTY IS UNDEVELOPED, DESCRIBE THE WAYS IN WHICH THE TEMPORARY USE AND STRUCTURE WILL BE LOCATED SO AS TO ENABLE THE USE TO FUNCTION ADEQUATELY, INCLUDING ALL PARKING AND TRAFFIC MOVEMENT ASSOCIATED WITH THE USE, WITHOUT DISTURBING SENSITIVE OR PROTECTED RESOURCES, INCLUDING REQUIRED BUFFERS.
  
- \*5. DESCRIBE THE WAYS IN WHICH THE TEMPORARY USE WILL NOT VIOLATE ANY APPLICABLE CONDITIONS OF APPROVAL THAT APPLY TO THE CURRENT PRINCIPAL USE ON THE SITE.
  
- \*6. HAVE ALL OTHER APPLICABLE PERMITS AND INSPECTIONS BEEN ISSUED AND APPROVED OR APPLIED FOR? IF SO, PLEASE SPECIFY APPLICABLE PERMITS AND STATUS OF EACH.