



APPLICATION FOR A TEMPORARY USE

In order to receive a permit and/or other documents for temporary use, the owner or agent requesting the permit must agree to the Unified Development Ordinance of the City of Wilson, Section 3.12.

The following Temporary Uses are allowed by Section 3.12 subject to specific conditions as set forth in this section.

Application # _____ Date Submitted _____

To the applicant for a Temporary Use Permit

Please fill out this form, sign and return to the Planning & Development Services Department. Upon the completion of this form the Planning Staff will evaluate your request, and within five working days following the receipt of this form, the Staff will advise you of approval or denial of your request. If the project is approved, a Temporary Use Permit will be issued indicating all the conditions of approval.

Applicant: _____

Address: _____

Telephone No.

(Business) _____

(Residential) _____

Email:

PLANNING AND DEVELOPMENT SERVICES

Planning & Community Development ● Land Development ● Neighborhood Improvement ● Construction Standards ● Geographic Information Systems
112 Goldsboro Street E ● PO Box 10 ● Wilson, NC 27894-0010 ● 252.399.2219 or 252.399.2220 ● FAX 252.399.2233

Please answer the following questions regarding your temporary use.

What is your activity? (Be Specific) _____

What are the dates of your activity? _____

What is the location of this activity? _____

Is there any setup or breakdown required? Y/N

If so, what is/are the date(s)? _____

Who is the owner of the site? _____

If the applicant is not the owner, please submit written approval for use of the site.

Who is the operator of the activity? _____

Will a tent be used? Y/N Size of tent: _____ sq. ft.

If applicable, provide proof of flame retardation treatment, liability insurance and apply for a tent permit.

What mechanical and/or electrical equipment will be necessary to the conduct of your activity? _____

Are any signs proposed for this temporary use? Y/N

If so, please describe type, size and location: _____

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Provide staff with a sketch plan, drawn to scale, showing the approximate layout of:

1. the location or placement of any buildings or structures
2. the area to be used by both operator's and customer's vehicles; indicate the total number of parking spaces
3. designation of entrances, exits, traffic flow
4. estimated number of customers or participants
5. waste containment devices for removal of debris and other trash
6. location of portable toilet and hand washing facilities
7. location of any portable mechanical or electrical equipment

Temporary Use Affidavit:

I will comply with all requirements of Section 3.12 of the Unified Development Ordinance of the City of Wilson and any conditions affixed to the Temporary Use Permit.

Applicant's Signature

Date

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