

# TEMPORARY USE PERMIT

## Application Packet



Community Development Department  
1020 East Pioneer Road, Draper, UT 84020  
(801) 576-6399 - Fax (801) 523-7481

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 (801) 576-6399 Fax (801) 523-7481  
[www.draper.ut.us](http://www.draper.ut.us)  
[planning@draper.ut.us](mailto:planning@draper.ut.us)



**Notice:** This application may require additional permits and approval from other departments; therefore, **Draper City requires this application to be submitted a minimum of 10 days prior to operation or set up of the temporary use.** Please fill out every portion of this application as it will help to expedite the process for you to obtain a permit. Please contact the Planning Department at (801) 576-6399 with questions about this application and related matters.

Project Information					
Date of Submission:		Email Address:		Contact Phone#:	
Name of Business:					
Address of Activity:					
Type of Activity:					
<b>Property Owner(s):</b>			<b>Applicant(s):</b>		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone and Email address:		
<b>Contact Person:</b>			Address:		
Phone:			City:	State:	Zip:
Mobile:		Email:			

\*The application you are submitting may become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in *Utah Code Ann.* § 63-2-302.5, please inform the city employee accepting this information. Draper City does not currently share your private, controlled or protected information with any other person or government entity.

### Temporary Use Permit Fee:

\_\_\_\_\_ Temporary Use Permit Fee- \$50.00

For Office Use Only		
Received By:	Date Received:	All Items included: _____ Yes _____ No

## Temporary Uses Allowed

*Below is a list of Temporary uses allowed per Title 6, Chapter 6-16 of the Draper City Municipal Code. Please check which specified use you are applying for. Use attached form to describe your intended purpose and how it complies with the allowed uses;*

\_\_\_\_\_ **Auctions** with no outside storage may be conducted for up to three days per occurrence with no more than four occurrences per year per site. Up to two occurrences may run consecutively but shall be counted as separate occurrences. Auctions that require outdoor storage will be permitted according to the terms and following the issuance of a Special Event Permit.

\_\_\_\_\_ **Christmas tree** sales may be conducted for up to 60 days per year.

\_\_\_\_\_ **Farmers markets** may be conducted for up to 180 days per year.

\_\_\_\_\_ **Fireworks stands** subject to the provisions of Chapter 6-6 of the Draper City Municipal Code, Title 53 of the Utah Code Annotated (U.C.A.), and any necessary additional approvals from appropriate fire agencies, may be sold:

- i. after June 19 and before July 26;
- ii. after December 19 and before January 3; and
- iii. 15 days before and on Chinese New Year.

\_\_\_\_\_ **Produce stands** may be conducted for up to 180 days per year.

\_\_\_\_\_ **Temporary retail sales** in the form of tent or sidewalk sales events, may be conducted for up to three consecutive months or 30 days per occurrence with no more than three occurrences per year subject to the following:

- i. the sale is contained within parking areas associated with and/or the sidewalk, exclusive of public rights-of-way, adjacent to the permanent business conducting the sale;
- ii. the sale provides adequate pedestrian mobility through all sidewalks and pedestrian walkways; and
- iii. the sale does not create hazards such as limited visibility or other nuisances that could potentially result in accidents or complaints.

\_\_\_\_\_ **Temporary retail sales** not directly associated with a permanent business on the site may be conducted for up to 180 days per year subject to the following:

- i. the sales operation is contained within the parking area of a operating, permanent business;
- ii. the sales operation is conducted with the property owner's permission, including the availability of restroom use by the permanent business for employees and customers of the operation;
- iii. the sales operation is contained within 100 square feet or less of the parking area;
- iv. the sales operation, including all stock and supplies, is completely contained within a temporary, enclosed, portable structure;
- v. the sales operation does not prevent or inhibit pedestrian mobility through all sidewalks and pedestrian walkways; and
- vi. the sales operation does not create hazards such as limited visibility or other nuisances that could potentially result in accidents or complaints.

# Temporary Use Permit Application Checklist

*Incomplete applications will not be accepted or held. The application fee must be paid at time of submittal. No application will be accepted without payment.*

## Submission Requirements:

- \_\_\_\_\_ Application Fee of \$50.00.
- \_\_\_\_\_ Completed Application Form.
- \_\_\_\_\_ Draper City Temporary Business License. (Contact: Business Licensing Official @ (801) 576-6530.
- \_\_\_\_\_ Letters of approval from the property owner(s) where applicable.
- \_\_\_\_\_ Three (3) sets of Site Plans to include the following:
  - All access points for traffic (Exit, Enter, Interior Driving Lanes, etc.)
  - All parking within the property
  - Must show exact location of structure or area being use for the Temporary Use. (Motorized Vehicles are prohibited for use as the temporary structure)
  - Location and availability of all restroom facilities.(Owner must include permission to use facilities in Owner Approval Letter)
  - Must show where all garbage and/or recyclable goods and waste will be located and details on how it will be disposed of. (All areas used must be returned to their natural state within 3 days of the Temporary Use being conducted)
- \_\_\_\_\_ Insurance - Temporary Use Permit applicants shall provide proof of liability insurance for the benefit of the City when deemed necessary by the Zoning Administrator for public health and safety reasons. Such insurance shall at least:
  - Name the City as an additional insured;
  - Hold the City harmless from any claim arising from personal injury or property damage resulting from the temporary use; and
  - Provide that the insurance cannot be canceled prior to giving the City at least ten (10) days written notice of such cancellation.
- \_\_\_\_\_ Signs used for the Temporary Activity. A separate Sign permit may be required. Please provide a detailed list where the sign(s) are being located as well as a detailed drawing of the sign, its overall size, material and what the sign will say. (Contact: Planning/Zoning @ (801)-756-6551)
- \_\_\_\_\_ Please provide a complete description of the temporary use on the page provided. This description should include answers to the questions associated with your specific use as described in **Chapter 6-16-030 (B)**.
- \_\_\_\_\_ Include drawings and dimensions of all structures being used and how they are being anchored and/or set up.

