



# Temporary Use Permit Application

## General Information

Date: \_\_\_\_\_ Address of Temporary Use: \_\_\_\_\_

### Applicant

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

### Property Owner (if different than applicant)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Description of Temporary Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Land Use Information

Lot size: \_\_\_\_\_ Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Proposed Dates of Operation: \_\_\_\_\_ Proposed Hours of Operation: \_\_\_\_\_

Location of Restrooms/Sanitation Facilities: \_\_\_\_\_

Will the use be: Existing building \_\_\_\_\_ New Building \_\_\_\_\_ Unenclosed \_\_\_\_\_

### Mark all that apply - the Temporary Use will have:

Parking \_\_\_\_\_ Signage \_\_\_\_\_ Lighting \_\_\_\_\_ *Please provide details for all marked items separately*

## Zoning Regulations Information

**Temporary Use - Defined:** A use established for a limited duration with the intent to discontinue such use upon the expiration of the time period, which may include:

- 1) a temporary building or structure without any foundation or footing; or
- 2) a retail food establishment that operates at a fixed location for a temporary period of time in connection with a fair, carnival, circus, picnic, concert, public exhibition or similar transitory gathering, although temporary retail food establishments must be accessory to the principal permitted use, for instance, a fair or carnival;
- 3) Temporary outdoor activities that are carried out primarily out-of-doors for a fixed period of time, including flea markets, fireworks, displays, speeches, farm stands, seasonal sales, swap and shop market, racing meets, circuses, carnival, concerts, and parades;
- 4) Temporary uses usually do not involve the construction or alteration of any permanent building or structure, although the authorization of the temporary use does not necessarily preclude such construction.

The following temporary uses are permitted with approval of a temporary use permit and subject to the provisions and any additional conditions in the Zoning Regulations (attached). Mark all that apply. See attached pages for specific conditions.

- 1) Carnival, circus, or similar temporary amusement enterprise \_\_\_\_\_
- 2) Christmas tree and wreath sales, pumpkins or other seasonal materials, temporary \_\_\_\_\_
- 3) Construction facilities, accessory \_\_\_\_\_
- 4) Off-street parking and loading; temporary, incidental, or for a special event \_\_\_\_\_
- 5) Tract office, temporary \_\_\_\_\_
- 6) Outdoor bazaars, cookouts, special fund raising sales and/or similar activities \_\_\_\_\_
- 7) Evangelical and religious revivals and assemblies \_\_\_\_\_
- 8) Temporary recreational or entertainment related events or activities \_\_\_\_\_
- 9) Sidewalk sales, temporary retail special sales and displays \_\_\_\_\_
- 10) Block and neighborhood parties \_\_\_\_\_
- 11) Portable On-Demand Storage Unit \_\_\_\_\_
- 12) Temporary building or structure \_\_\_\_\_
- (Other, Not Listed) \_\_\_\_\_

All such temporary uses shall obtain a temporary use permit and shall comply with the following additional standards:

- a) The temporary use shall not create hazardous vehicular or pedestrian traffic conditions,
- b) The design and installation of all practicable temporary traffic control devices including signage will be used to minimize traffic congestion,
- c) Adequate sanitary facilities, utility, drainage, refuse management, emergency services and access, and similar necessary facilities and services shall be available to serve employees, patrons, or participants,
- d) Where a tent or similar structure is to be used, the applicant shall comply with the requirements of the fire marshal and demonstrate that the tent is flame resistant by providing a certificate of flame resistance or other assurance that the structure has been properly treated with flame retarder and has been maintained as such,
- e) Signage for the temporary use shall not exceed 24 square feet per face and no more than one sign per street frontage shall be permitted. Signs shall be made of treated wood or other durable material. Sign copy shall not be spray painted.

**Applicant Certification**

I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of the owners of the property. In submitting the application materials and signing this application, I acknowledge and agree that the application is subject to the applicable processing set forth in the City of Bartlesville Zoning Regulations.

I acknowledge that I have obtained or have access to the City of Bartlesville Zoning Regulations, and that, prior to filing this application, I have had the opportunity to consult the relevant provisions governing the processing of and decision on the application. I understand that this proposal may be delayed in processing if the information provided is incomplete, or inaccurate. I understand that compliance with the applicable provisions of the Zoning Regulations is required.

I grant permission for the City of Bartlesville Employees with proper identification access to my property during the review of this application.

Required Attachments: Site Plan \_\_\_\_\_ Statement of Intent \_\_\_\_\_ Parking/Signage/Lighting Details \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Conditions of Approval (Office Use Only)**

Dates of Operation \_\_\_\_\_ Hours of Operation \_\_\_\_\_ Building Permit \_\_\_\_\_

Signage \_\_\_\_\_ Parking \_\_\_\_\_ Lighting \_\_\_\_\_ Operational Requirements \_\_\_\_\_

Approved by \_\_\_\_\_

**7.7.2 Temporary Uses.** It is the purpose of this section to provide for certain temporary uses and to ensure that such uses are compatible with adjacent land uses and consistent with the city's goals and objectives. Refer also to definition of temporary use in Section 12. The following temporary uses are permitted with approval of a temporary use permit and subject to the following provisions and any additional conditions as set out herein.

All such temporary uses shall obtain a temporary use permit and shall comply with the following additional standards:

- a) The temporary use shall not create hazardous vehicular or pedestrian traffic conditions,
- b) The design and installation of all practicable temporary traffic control devices including signage will be used to minimize traffic congestion,
- c) Adequate sanitary facilities, utility, drainage, refuse management, emergency services and access, and similar necessary facilities and services shall be available to serve employees, patrons, or participants,
- d) Where a tent or similar structure is to be used, the applicant shall comply with the requirements of the fire marshal and demonstrate that the tent is flame resistant by providing a certificate of flame resistance or other assurance that the structure has been properly treated with flame retarder and has been maintained as such,
- e) Signage for the temporary use shall not exceed 24 square feet per face and no more than one sign per street frontage shall be permitted. Signs shall be made of treated wood or other durable material. Sign copy shall not be spray painted.

1) *Carnival, circus, or similar temporary amusement enterprise* shall have no facilities located nearer to an RS, RM, R T district than 200 feet and no nearer to any occupied residential structure than 500 feet and shall have access drives so located as to minimize traffic hazards. The proponent shall show that adequate measures will be taken to prevent odor, dust, noise, lights and traffic from becoming a nuisance to uses on other properties. A permit for such enterprise shall be valid for a period of not more than seven (7) days and shall not be granted for more than three (3) such periods for the same location within any ninety (90) day period.

2) *Christmas tree and wreath sales, pumpkins or other seasonal materials, temporary* shall have its principal entrance or entrances on an arterial street and shall be so located as to minimize traffic hazards. Such sales operations shall be valid for a period of time not to exceed sixty (60) days.

3) *Construction facilities, accessory.* A temporary building or yard for construction materials and/or equipment shall be permitted in any zoning district provided it is located on the construction site. If not located on the construction site, a temporary building or yard for construction materials and/or equipment or a temporary batching plant for Portland cement concrete shall be permitted in any zoning district upon obtaining a special zoning permit from the Board of Adjustment after the Board of Adjustment finds that such batching plant, yard, or building is both incidental to and necessary for construction within two miles of the plant, yard, or building. Each permit for such plant, yard, or building shall specify the location of the proposed facility and the area to be served thereby. Each such permit shall be granted for a period of not more than 180 days, and such permit shall not be granted for the same location for more than four such periods during any 30-month period. The applicant shall show that adequate measures will be taken to prevent odor, dust, noise, lights, drainage, and traffic from becoming a nuisance to uses on other properties. Ingress to and egress from such facilities shall be only from major thoroughfares, provided, however, that the Board of Adjustment may approve a location on a minor thoroughfare if the Board finds that such location would give rise to less traffic on residential thoroughfares than would a feasible location on a major thoroughfare.

4) *Off-street parking and loading; temporary, incidental, or for a special event* of a noncommercial nature may be permitted provided, however, that each permit shall be valid only for the duration of the designated special event, and provided further that if the designated special event is a seasonal activity, the permit may be granted for the entire season but restricted in use to designated dates and times in which the event is to occur.

5) *Tract office, temporary,* both incidental and necessary for the sale or rental of newly-platted or newly constructed property, shall be located within a subdivision to which it is appurtenant and within one-half mile of all property to be serviced from such office. Each such permit shall be valid for a period of twelve (12) calendar months and shall not be granted for periods totaling more than twenty-four (24) months during any thirty (30) month period at the same location.

6) *Outdoor bazaars, cookouts, special fund raising sales and/or similar activities* may be permitted in any nonresidential district, or in a residential district if associated with a permitted institutional use, such as a church or school, for a maximum period of two (2) days.

7) *Evangelical and religious revivals and assemblies* are permitted in any district as an accessory use on an existing church site for a maximum period of seven (7) days.

8) *Temporary recreational or entertainment related events or activities*, such as fairs, concerts, or festivals may be permitted in any nonresidential district, or in a residential district if associated with a permitted institutional use, such as a church or school, for a maximum period of seven (7) days.

9) *Sidewalk sales, temporary retail special sales and displays* in parking lots may be permitted in any non-residential district for a maximum period of fourteen (14) days not more than six times per year at anyone site.

10) *Block and neighborhood parties* are permitted in any residential district for a maximum period of two (2) days.

11) *Portable On-Demand Storage Unit*. A portable on-demand storage unit shall be defined to be any container, storage unit, shed-like container or other portable structure not exceeding outside dimensions of sixteen (16) feet in length, eight (8) feet in width, and nine (9) feet in height, that can or is used for the storage of personal property of any kind and which is located for such purposes outside of an enclosed building other than an accessory building or shed which complies with all applicable building and land use requirements. Such unit may be utilized as a temporary structure when in compliance with the following standards:

1. Portable on-demand storage units shall be in compliance at all times with all sign regulations;
2. In residentially zoned areas, one (1) portable on-demand storage unit may be located for a period of time not to exceed seven (7) consecutive days in duration from the time of delivery to the time of removal, up to three (3) times per calendar year, provided it is placed on a paved surface and does not obstruct sight visibility. Further, said unit shall be located in a manner which does not hinder access to the site and/or off-street parking spaces
3. In commercially and industrially zoned areas, one (1) portable on-demand storage unit may be located for a period of time not to exceed thirty (30) consecutive days in duration from the time of delivery to the time of removal, up to four (4) times per calendar year, provided it is placed on a paved surface and does not obstruct sight visibility. Further, said unit shall be located in a manner which does not hinder access to the site and/or off-street parking spaces.
4. Said portable on-demand storage units are not intended to be used for long-term on-site storage and any such use in any zoning district is expressly prohibited.
5. The Community Development Director may extend the length of time a portable on-demand storage unit can be located on a site in emergency situations.

(12) *Temporary building or structure*. A temporary building or structure without any foundation or footing may be permitted for a period not to exceed 90 consecutive days within a calendar year. Said temporary building or structure shall be removed when the designated time period has ended.

VISIT PLANNING AND ZONING PAGE FOR FULL ZONING REGULATIONS