

Application No. \_\_\_\_\_

## TEMPORARY USE PERMIT APPLICATION: EVENTS and SALES

**\*\*Applications for events should be submitted by email or in-person at least two weeks prior to the planned event\*\***  
Incomplete applications may increase the permit processing time.

**A site plan/diagram (11x17" maximum) of event property MUST BE ATTACHED (see requirements)**

### EVENT INFORMATION

Event Name: \_\_\_\_\_

Location (specific address): \_\_\_\_\_

*For events covering multiple addresses, use the location of the primary point-of-entry or check-in area*

START Date/Time: \_\_\_\_\_ END Date/Time: \_\_\_\_\_

*Dates include set-up and breakdown*

#### EVENTS

- Special event (more than 100 people)
- Athletic event (walk/ride)
- Town-recognized event

#### SALES

- Agricultural products grown off-site
- Non-agricultural products
- Fireworks

Description of event or sale: \_\_\_\_\_  
\_\_\_\_\_

### EVENT DETAILS

- Will **food or goods** be sold?       Yes     No
- Will **alcohol** be sold?               Yes     No (additional permits may be required from Cary Police Department)
- Will **animals** be restricted?         Yes     No
- Will **fireworks** be prohibited?     Yes     No
- Will temporary **structures** or **electrical power** be provided?     Yes     No (If Yes, complete the Structures and Electrical Service section below)
- Who will provide **security/traffic control**?       Private     Cary Police (contact Cary PD directly to arrange)
- If private, list agency name and phone: \_\_\_\_\_
- Will any **Town property** be used (i.e. streets, parks, greenways, etc.)?       Yes     No
- If yes, list each: \_\_\_\_\_

### STRUCTURES and ELECTRICAL SERVICE

- What **temporary structures** will you have?       None     Tent ( \_\_\_\_\_ sf)     Stage/platform ( \_\_\_\_\_ sf)
- Bleachers/grandstands     Other \_\_\_\_\_
- This submittal must include plans for all structures proposed (two sets)*
- What **electrical power** will you have?       None     Generator     Drop/extension cord to existing outlet
- Temporary pole (T-pole) – *include electrical drawings (two sets)*     Other \_\_\_\_\_

**Inspections may be required for structures and electrical power prior to the event**

**APPLICANT INFORMATION**

Name (print company &amp; individual): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Correspondence will be emailed to this address)

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

**CONTRACTOR NAMES****ELECTRICAL CONTRACTOR** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

NC License # \_\_\_\_\_

**BUILDING CONTRACTOR** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

NC License # \_\_\_\_\_  Not NC-licensed**TENT CONTRACTOR** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

NC License # \_\_\_\_\_  Not NC-licensed**OTHER (type and company)** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

NC License # \_\_\_\_\_  Not NC-licensed**PROPERTY OWNER AUTHORIZATION****I, the property owner, hereby authorize the event as proposed herein.** (Attach additional documentation if needed)\_\_\_\_\_  
Name or Authorized Agent (print)\_\_\_\_\_  
Company or Entity\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPLICANT CERTIFICATION**I hereby certify that the information contained in this application is true to the best of my knowledge, and I further certify that this event will be conducted per all applicable local laws. I understand that failure to address any item listed on this application shall result in the application being returned to me for revision and resubmission. I certify that I have received the information concerning the regulations for Temporary Uses. **I certify that I have notified all adjoining property owners of the planned temporary use.**\_\_\_\_\_  
Applicant Name (print)\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

## TEMPORARY USE PERMIT SUBMITTAL REQUIREMENTS

v. 3/8/2018

The Town of Cary requires a Temporary Use Permit for various uses. Submittal requirements for Temporary Use Permits include:

Submittal Requirement	Const. Trailer	Sales/Model Home	Portable Medical	Sales	Special Events	Walk/Ride Events
Completed application	X	X	X	X	X	X
Property owner notification/permission			X	X	X	X
Proof of notification to adjacent property owners					X	X
Sketch Plan ( <b>11"x17" max. size</b> ) depicting the following:	<b>REQUIRED FOR ALL REQUESTS</b>					
<ul style="list-style-type: none"> <li>• Location, size and color of all temporary structures (including tents and portable toilets)</li> </ul>	X	X	X	X	X	X
<ul style="list-style-type: none"> <li>• Traffic and pedestrian circulation</li> </ul>			X	X	X	X
<ul style="list-style-type: none"> <li>• Parking for Temporary Use</li> </ul>	X	X		X	X	X
<ul style="list-style-type: none"> <li>• Landscaping plan</li> </ul>	X	X				
<ul style="list-style-type: none"> <li>• Location of all existing permanent structures</li> </ul>	X	X	X	X	X	
<ul style="list-style-type: none"> <li>• Location of all setbacks &amp; buffers</li> </ul>	X	X	X	X	X	
<ul style="list-style-type: none"> <li>• Location &amp; distance to nearest utilities</li> </ul>		X				
<ul style="list-style-type: none"> <li>• Floor plan</li> </ul>	X	X				
<ul style="list-style-type: none"> <li>• Location, size and colors of temporary signage</li> </ul>	X	X	X	X	X	X
Complete Routes					X	X
Security Plan					X	X

### GENERAL REQUIREMENTS

- Permanent alterations to the site are prohibited. At the conclusion of the event, the property must be restored to pre-event status. This includes removal of all temporary structures and the removal of debris.
- The temporary use or structure will not violate any applicable conditions of approval that applies to a principal use on the site.
- Temporary structures must be located outside any rights-of-way, buffers or streetscapes.
- If the property is undeveloped, it contains sufficient land area to allow the temporary use or structure to occur, as well as any parking and traffic movement that may be associated with the temporary use, without disturbing protected resources, including required buffers.
- If the property is developed, the temporary use must be in an area that is not actively used by an existing approved principal use, and which would support the proposed temporary use without encroaching or disturbing existing buffers or required setbacks from buffers or streetscapes, open space, landscaping, traffic movements, pedestrian circulation or parking space availability.
- Tents and other temporary structures will be located so as to not interfere with the normal operations of any permanent use located on the property.
- Off-street parking is provided in accordance with the requirements set forth in the Land Development Ordinance.
- All permits and inspections required by applicable construction codes must be obtained and approved by the Town.
- Applications for temporary structures located in or near the one percent (1%) annual chance floodplain will be required to submit a plan to the Stormwater Management Engineer for the removal of such structure(s) in the event of a hurricane or flash flood notification. The plan must include the following information:
  - 1) Name, address, and phone number of the individual responsible for the removal of the temporary structures.
  - 2) Time frame prior to the weather event at which a structure will be removed;
  - 3) A copy of the contract or other suitable instrument with a trucking company to insure removal equipment when needed; and
  - 4) Documented designation of a location outside the floodplain to which the temporary structure will be moved.

### TO ARRANGE FOR TOWN SERVICES

The applicant should contact Town departments directly to arrange for public safety personnel or Town property for the event. A list of departments and phone numbers are located at the bottom of this page. **Failure to make timely arrangements may cause denial of the permit** if the Town feels the public health or safety may be affected, or that inadequate steps have been taken to ensure no property damage will be done to Town property.

Department	Phone	Purpose
Police Department	919-460-4901	To arrange for police assistance in traffic control, parking direction, route layout, etc. If Cary police officers will be needed, whether off or on duty, arrangements must be made no less than four weeks prior to the event.
Development Services	919-469-4046	Any tent 200 square feet (tents have sides) or any canopy 700 square feet (canopies do not have sides) will require a North Carolina Fire Code Permit and inspection.
		To apply for permits for stages or other types of temporary structures as well as for permits for temporary power needed for the event.
Public Works and Utilities	919-469-4361	To arrange for barricades, trash and/or rubbish removal by the Town, including arrangements for dumpsters.
Parks, Recreation, and Cultural Resources	919-469-4061	To arrange for using Town property, such as parks, greenways, Page Walker Arts & History Center, Community Centers, etc..

**Temporary Use Permit Quick Reference Table**

	<b>Temporary Use</b>	<b>Use Specific Standards</b>	<b>Maximum Time Frame</b>	<b>Signs Permitted</b>
<b>Structures</b>	Construction Trailer	<ul style="list-style-type: none"> <li>• Under skirting required around trailer</li> <li>• Building permit required</li> <li>• Parking required on the same lot/parcel</li> </ul>	1-3 years	<ul style="list-style-type: none"> <li>• Signs shall be located only on private property and only on such property where the activity is taking place</li> <li>• Only one (1) such sign per public street frontage</li> <li>• Ground sign shall not exceed forty-two (42) inches in height and sixteen (16) square feet in area per side, or</li> <li>• If attached to a wall, shall not exceed thirty-two (32) square feet in area per side</li> <li>• Signs shall be erected no sooner than five (5) days prior to and shall be removed no later than one (1) day following the activity</li> </ul>
	Sales/Model Home	<ul style="list-style-type: none"> <li>• Must be aesthetically compatible with character of the community</li> <li>• Parking must be provided on the same lot for at least one employee, one handicapped and one visitor space</li> <li>• Parking must be screened with minimum 24" shrubs</li> <li>• A handicapped accessible restroom must be provided</li> <li>• Connection to Town utilities required if within 450 feet</li> <li>• For single-family developments, at least three hundred (300) square feet of evergreen plantings must be provided around the base of the temporary use; one (1) upper-story tree shall be provided per forty (40) feet of street frontage of the lot on which the structure is located; and one (1) ornamental tree shall be provided per twenty (20) feet of street frontage</li> </ul>	1-3 years	
	Portable Medical Equipment	N/A	24 hours/week, up to 1 year	
<b>Sales</b>	Agricultural Product Sales	The temporary sale of agricultural products grown off-site may be accomplished from a vehicle, trailer, or shipping container	180 days and no more than three (3) occurrences per parcel per calendar year	<ul style="list-style-type: none"> <li>• If attached to a wall, shall not exceed thirty-two (32) square feet in area per side</li> <li>• Signs shall be erected no sooner than five (5) days prior to and shall be removed no later than one (1) day following the activity</li> </ul>
	Non-Agricultural Product Sales	<ul style="list-style-type: none"> <li>• Peddler's license is required</li> <li>• Must take place on a developed site where the principal use is retail sales, or on an immediately adjacent developed out-parcel</li> <li>• Goods are limited in scope to similar or complimentary products, goods and/or services to those offered by the principal use</li> <li>• Temporary sales are limited between 7:30 a.m. and 10 p.m., or the same hours as the principal use, whichever is more restrictive</li> <li>• Temporary structures must match the predominant color of the principle structure or be of a neutral or earth tone color</li> <li>• The temporary use will not occupy any existing parking required for the principal use</li> </ul>	90 days and no more than three (3) occurrences per parcel per calendar year	
	Firework Sales	<ul style="list-style-type: none"> <li>• Temporary sales of fireworks must meet all requirements for temporary sale of non-agricultural goods; however, the temporary sale of fireworks are exempt from the similar product provisions</li> </ul>		
<b>Events</b>	Special Events	<ul style="list-style-type: none"> <li>• Adequate plan for security and safety must be implemented on, and around, the site of the event, including staffing, provision for pedestrian safety, restroom facilities (if necessary), traffic routing and emergency vehicles</li> </ul>	7 days per calendar year	
	Walk/Ride Events			
	Town Sponsored Events	<ul style="list-style-type: none"> <li>• Adequate plan for public health, safety, and welfare on, around, and outside the site of the event shall be implemented, including a showing that the event will not likely cause interference with the movement of emergency vehicles to such an extent that adequate police, fire, or other emergency services cannot be provided throughout the Town and will not likely cause unreasonable or unwarranted disruption to vehicular or pedestrian traffic</li> </ul>	N/A	