

Temporary Use Permit Checklist

Temporary uses are uses allowed for a short duration of time. Temporary Use Permit shall apply to all proposed temporary use, temporary structure, special event, and temporary signage.

- Temporary Use Permit Application
- List whether use, structure, special event or signage in application
- Details about Temporary Permit in application
- Map (site plan) showing location of temporary use

<u>Check List for Temporary Use Permit</u>	
Information and Notes	
1. Specific Time: DATES and HOURS	
2. Length of Time:	
3. Is electrical permit needed?	
4. Is water needed?	
5. Is wastewater needed?	
6. Other associated Permits	
7. Does temporary permit USE violate Zoning District allowable uses?	
8. Is temporary use in Areas of environmental concern (Wetlands)?	
9. Is temporary use on land within a floodway or floodplain?	
If yes to #9 (floodplain) then the following shall be submitted in writing	
10. If in flood hazard area time limit 30 days or less (4.6.3.A.8) in general NON-Residential Structures in Special Flood Hazard area	
11. Temporary use time period specified should be minimal with total time on site not to exceed one year	
12. The name, address, and phone number of the individual responsible for the removal of the temporary structure.	
13. The time frame prior to the event at which a structure will be removed (i. e. minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification)	
14. A copy of the contract or other suitable instrument with a trucking company to insure the availability of removal of equipment when needed	
15. Designation, accompanied by documentation of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.	
General Standards/Requirements(4.6.3.A)	
16. Written permission from the landowner	
17. Temporary Sign complies with Section 5.14.13 of UDO-see below	
18. Sufficient land /area for use (parking, traffic, ingress, egress, etc.)	
19. Will permit impact of environmentally sensitive lands/areas?	
20. Are adequate on-site restroom facilities provided?	
21. All outdoor activities within 500 feet of a Residential Use Cease by 10pm	
GENERAL CONDITIONS:	
Any of the following PROVISIONS may be required to reduce or minimize any potential adverse impacts upon other property in the area (4.6.3.B)	
22. Temporary parking facility, including vehicular access and egress	
23. Control of Nuisance factors	
24. Regulation of placement, height, size, location of equipment	
25. Sanitary and medical facilities	
26. Solid waste collection and disposal	
27. Security and safety measures	
28. Use of alternate location or date	

29. Modification or elimination of certain proposed activities	
30. Regulation of operating hours and days	
31. Submission of a financial guarantee	
Standards for SPECIFIC Temporary Uses 4.6.4)	
32. Is use a Portable Storage/Shipping Containers on Residential Lots?	
a. No Larger than 8' high, 9' wide or 16' in length	
b. No more than 2 containers maximum total number of all types of containers	
c. Shall not be used to store or transport nonresidential materials and substances, including but not limited to the following: solid waste, hazardous materials, explosives, and unlawful substances and materials.	
d. Time limit of 14 consecutive calendar days once a year-One time 14 day extension if show of good cause	
e. Location: front yard in area of vehicle ingress and egress at least 5 feet from EOP	
33. Is use a Special Event ?	
a. Hours of operation shall be compatible with uses of adjacent properties	
b. Noise generated from event shall not disturb uses adjacent to the event	
c. Litter removal plan	
d. Traffic Plan	
e. Parking Plan, Emergency Services Plan	
f. Is there is a need for extraordinary services or equipment supplied by County? Fee required	
34. Is the use a Temporary Building	
General All Plan meet the following requirements unless other requirements apply:	
a. In Compliance State Building Code	
b. In Compliance US Dept. of Housing and Urban Development	
c. Secured to the ground approved by County Building Inspector	
d. In Compliance with Setbacks for zoning district	
e. Time limit 12 month with approval needed for additional 12 month renewal	
Temporary Emergency, Construction or Repair of Residence	
f. Residential Construction sites time limit 60 days after CO	
g. Primary occupant time limit of 9 months with approval needed for additional 3 months	
h. Is temporary residence a camper, travel trailer, recreational vehicle, or Class A or B mobile home	
i. The use of a travel trailer as a temporary residence in connection with the construction of a dwelling shall be permitted provided that it is occupied by the owner of the dwelling, not the contractors or subcontractors?	
35. Is the use a Temporary Construction AND Real Estate Office ?	
a. Must be located on property being developed	
b. Must be used as a storage, construction or sales related office solely for development	
c. Time limit of removal 30 days after completion of construction or 95% units sold?	
36. Is Temporary USE as a Real Estate Office :	
a. Located within a permanent structure (model home, clubhouse, etc.)	
b.	
37. Temporary Health Care Structure-permitted on a lot with a single family detached dwelling (4.6.4.D)	

a. Transportable and primarily assembled on site (Not on permanent foundation)	
b. Structure occupied by one mentally or physically impaired person certified by NC physician	
c. Less than 300 square feet of gross floor area	
d. Connected to water, sewer and electricity from the single family detached dwelling	
e. Same address, mailbox & driveway as dwelling	
f. Meet zoning setbacks and NC State Building Code without permanent foundation	
g. Need and Relationship qualified (4.6.4.D.2)	
h. Time frame 12 months then must submit for another renewal Pay another fee?	
38. Is use a Temporary Wireless Telecommunications Facility? (time limits except with renewal after showing good cause)	
a. Time limit after disaster or other emergency not to exceed 30 days	
b. Time limit to evaluate location for technical feasibility shall not exceed 14 days	
c. Time limit when anticipated demand can't be handled shall not exceed 14 days	
d. Time limit on a site with existing facility until service permanently restored.	
e. All supporting cables and anchors contained on the lot	
39. Is use a Yard or Garage Sale? Time Limits: on same lot three day max limit in 60 day period	
41. Temporary use of Commercial Parking spaces? may be rented for parking, or otherwise used in accordance with an approved temporary use permit or other permit, but no other business of any kind shall be conducted on the lot, including repair service, washing, display, or storage of vehicles or other goods. 4.4.4.E.1.a Commercial parking lots	
Temporary Signage (5.14.13)- 1 Sign permitted per street frontage	
42. Residential Development Signage-1 Sign permitted per street frontage	
a. No temporary permit if less the 6 square feet per sign	
b. No illumination or location in the street right of way or sight distance triangle	
43. Signage Serving Business, Institutional or Mixed Use Development	
c. Temporary permit required	
d. Size shall not exceed 32 square feet per sign	
c. Types: banner, windblown device, air-filled device or similar configuration	
d. Shall not be illuminated	
e. 30 day time limit- with 30 day renewal with approval 3 times per calendar year	