



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

TEMPORARY USE ZONING PERMIT APPLICATION

Submittal Requirements:

- Original Application and 2 copies
- 3 copies of site drawing(s) and any other exhibits included in application
- Filing fee (please consult current fee schedule)

Case No. TU-_____

Office Use Only

Property Name: _____ Section: _____

Location of Property: _____
(Please include street address, if known)

Deed Reference: Liber: _____ Folio: _____ Zoning District: _____

Applicant Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Property Owner Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

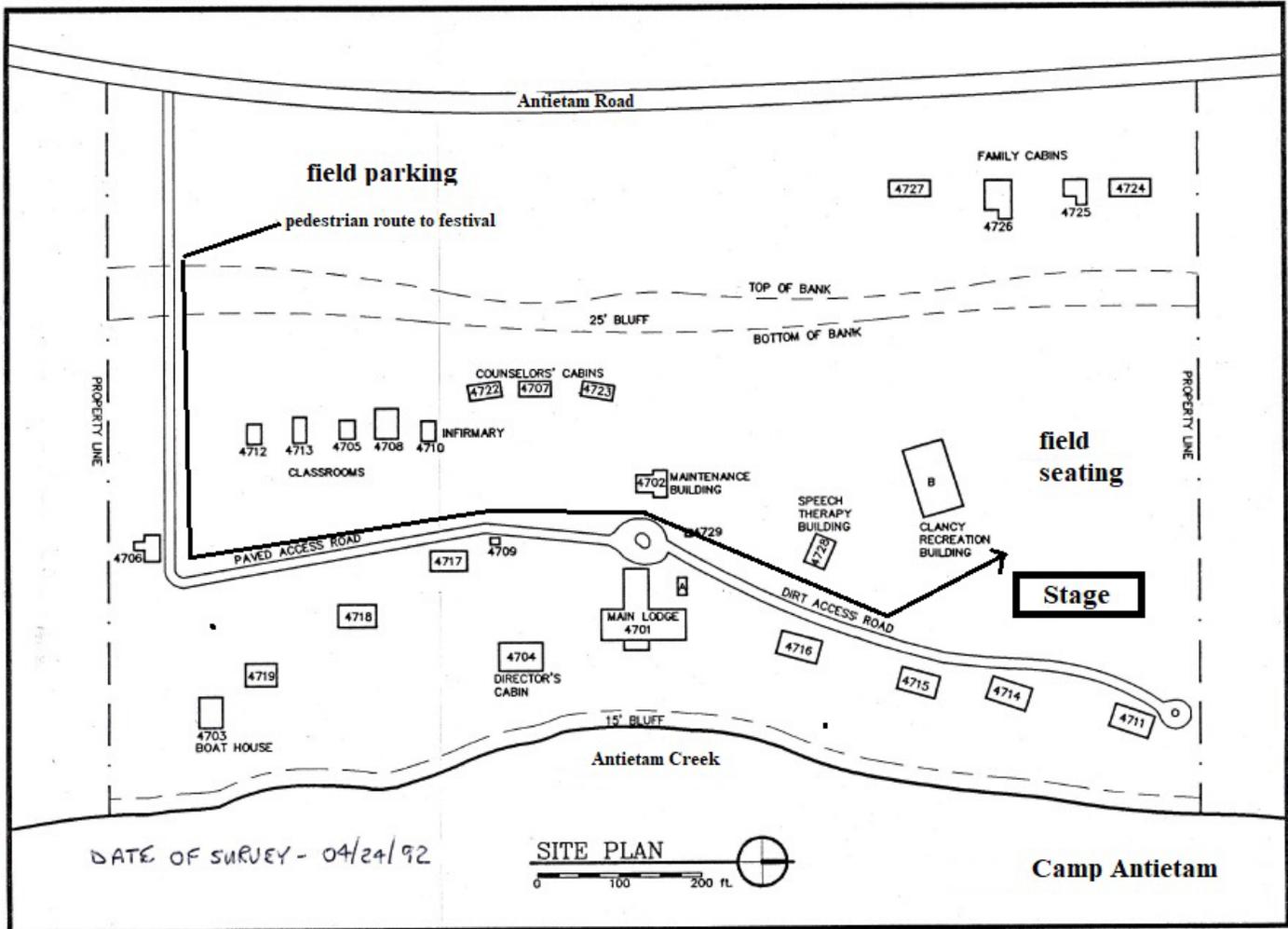
Telephone: _____ Fax: _____

Narrative Describing Proposed Use

Description should include amount of land, nature of use, parking provided, approximate number of staff, guests and other visitors, equipment and other items brought onto the property necessary to conduct the use, hours of operation and any other information pertinent to evaluate the impact of your proposal on surrounding properties and the surrounding area. Do not include equipment brought onto the property to be used only indoors. Please be complete and thorough as the information provided here will be used to determine whether the proposal complies with the requirements of the Zoning Ordinance that address temporary uses. Use a separate sheet if necessary.

Site Drawing

Provide a drawing showing the extent of the use of the property, location of temporary improvements and features such as tents, temporary parking, etc. Below is a general example of the level to which this should be provided. If no outdoor uses are proposed, an air photo of the property showing current conditions downloaded from the internet is sufficient.



Instructions to Applicant:

This application and its contents and attachments are the documentation the Zoning Administrator will use to evaluate your application for compliance with the Zoning Ordinance. Please be as thorough and complete as possible. Provide copies in the number found at the top of the front of this application.

Statements

I understand that applying for a temporary use zoning certificate is not permission to initiate the use. The Zoning Administrator must provide public notice to adjoining property owners and provide 15 days for neighbors to respond before deciding whether to issue the certificate. Depending on the nature of the use, appropriate building and utility permits may be required. **This statement must be signed before application will be accepted for processing.**

Owner's Signature

Applicant's Signature (if different from owner)

Date