



CASE # _____

DATE _____

TEMPORARY USE PERMIT

STREET ADDRESS OF EVENT: _____

DESCRIPTION OF EVENT: _____

TO RUN FROM: (Date) _____ **TO:** (Date) _____

APPLICANT: (Print) _____

ADDRESS: (Print) _____

CITY, STATE, ZIP: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

CITY OF SPARKS BUSINESS LICENSE NO: _____ **EXPIRATION DATE:** _____

I, the undersigned, have obtained the property owner's permission to sell and/or display the following: _____

Furthermore, I agree to the following conditions:

- (1) To keep the premises clean and orderly during the event.
- (2) To prevent the obstruction of any pedestrian walkway or reduction in the clearance width to less than eight feet.
- (3) To prevent the interference of vehicular movement or parking in any required parking area.
- (4) To cease operation and render the site completely free of remaining appurtenances by the end of the final day of this permit.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

SIGNATURE OF PROPERTY OWNER: _____ **DATE:** _____

SITE PLAN MUST BE INCLUDED WITH THIS APPLICATION

For office use only:	
COMMUNITY DEVELOPMENT APPROVAL: _____	DATE: _____
INSPECTION FEE: \$100.00 (*NONREFUNDABLE)	DATE PAID: _____

You must include a site plan with your temporary use permit application. This can be a hand drawing of the proposed location including any tables, tents, booths, etc. in relationship to buildings, streets and parking lots.

Section 20.03.040 Outdoor sales

A. Applicability.

1. This section applies to:
 - a. Christmas tree sales;
 - b. Construction yard;
 - c. Farmer's market;
 - d. Garage and yard sales;
 - e. Outdoor sales;
 - f. Model home complex;
 - g. Temporary sales office trailer; and
 - h. Any temporary use not previously listed.
2. For temporary uses requiring a temporary use permit, additional standards may be applied to the permit by the Administrator.

B. Christmas Tree Sales.

1. Outdoor sale of Christmas trees in connection with an established commercial use is permitted subject to the following standards, but a temporary use permit is not required.
 - a. The operation be located in a MUD(DT/VS), MUD (MUC), C1, C2, TC, I or PF zoning district;
 - b. The operation shall not obstruct any pedestrian walkway or interfere with vehicle circulation or parking required for adjacent uses;
 - c. At the termination of the operation, the site shall be cleared of all paraphernalia associated with the sale, as well as any dirt or litter;
 - d. Shall not exceed operation between November 1 and December 31; and
 - e. The operation not shall create conditions which are detrimental to the public health, safety or welfare.
2. Outdoor sale of Christmas trees not in connection with an established commercial use may be permitted subject to the following conditions:
 - a. A temporary use permit is required to establish the outdoor sales;
 - b. The operator obtain a city business license which will not be issued without written permission of the property owner or his agent;
 - c. The operation be located in a MUD(MUC), MUD(DT/VS), C1, C2, TC, I or PF zoning district;
 - d. The operation shall not obstruct any pedestrian walkway or interfere with vehicle circulation or parking required for adjacent uses;
 - e. At the termination of the operation, the site shall be cleared of all paraphernalia associated with the sale, as well as any dirt or litter;
 - f. Shall not exceed operation between the November 1 and December 31; and
 - g. The operation not shall create conditions which are detrimental to the public health, safety or welfare.

C. Construction Yard.

1. **Applicability.** This section applies to any construction yard.
2. **Establishment.** Proposed construction yards shall be associated to a specific project with an approved building permit issued for grading, construction, remodel and/or demolition.
3. A temporary use permit is required.
4. **Supervision.** Construction yards shall be supervised by a contractor, who shall enforce compliance with these standards. The contractor is responsible for compliance of the construction yard with all applicable codes. The contractor shall designate to the Administrator a project contact person responsible/authorized to correct problems regarding the project on a 24-hour/7-days a week basis which is on file with the Administrator. This shall occur prior to issuance of a grading permit for the project. An informational sign shall be erected at the construction yard site depicting a project contact responsible for compliance with all applicable codes.
5. **Removal.** Construction yards shall be removed prior to a final inspection of the last building in a non-residential project and for the last structure in a residential project or final approval for the project.
6. **Access.** The contractor shall be required to provide curb cuts for all egress/ingress areas onto a paved street.

7. **Surfacing.** To prevent mud/dirt from transferring from trucks, vehicles and equipment onto the paved street, the contractor shall install pavement or a surface treatment at all egress/ingress points from the yard at least 50 feet to the street access to the approval of the Administrator.

8. **Hours of Operation.** To prevent impacts to neighboring property, hours of operation are limited to Monday through Friday from the hour of 7:00 a.m. to 7:00 p.m., Saturday 9:00 a.m. to 5:00 p.m., and no operations are permitted on Sunday.

9. **Fencing.** The developer shall construct a fence around the construction yard that is higher than six (6) feet and use barbed wire or concertina wire on the top of the fence with the approval of the Administrator.

D. Farmers Market.

1. A temporary use permit is required.
2. A business license is required.
3. The farmer's market shall not disrupt the flow of traffic or parking on the site.
4. Illumination outside of what is otherwise permitted by this title shall not be permitted.
5. Trash receptacles shall be provided and maintained throughout the duration of the event.

E. Garage or Yard Sales.

1. A garage or yard sale on residential property is permitted without a temporary use permit subject to the following conditions:
 - a. The sale may not exceed 72 hours and may not occur in the same location more than twice in any six-month period.
 - b. The sale or advertisement for the sale shall not occupy any public property or right-of-way or obstruct the passage of pedestrians or vehicles on any public sidewalk or street.

F. Outdoor Sales (Not Accessory). Outdoor sale of goods not in connection with an established business is permitted under the following conditions:

1. A temporary use permit is required to establish such outdoor sales;
2. The outdoor sale is allowed only in a nonresidential district within an established commercial development providing adequate parking and sanitary facilities;
3. The operator shall obtain a city business license, which will not be issued without written permission of the property owner or his agent;
4. The outdoor sale shall not obstruct any pedestrian walkway or reduce its clear width to less than eight feet;
5. The outdoor sale shall not interfere with vehicle circulation or parking in any required parking area;
6. The duration of the outdoor sale shall not exceed 72 hours and no further outdoor sales may be conducted at the same site more often than once every 96 hours;
7. At the termination of the outdoor sale the area occupied by the sale shall be completely cleared of all paraphernalia associated with the operation, as well as any dirt or litter;
8. The operation shall not create conditions which are detrimental to the public health, safety or welfare; and
9. As a temporary use permit condition, the Administrator may require a bond or other surety to guarantee that those conditions are met and that the site of the outdoor sale is left in good condition when the sale is over or use is terminated.

G. Model Home Complex.

1. A temporary use permit is required.
2. Sales office hours of operation shall not exceed 10:00 a.m. to 7:00 p.m. weekdays and 10:00 a.m. to 6:00 p.m. on Saturdays and Sundays.
3. Temporary sales office and model homes shall cease operation with the sale of the final home in the subdivision, at which time the temporary sales office will be vacated and a building permit issued to return the former office to a garage, remove temporary trap fencing and model home signs. The model homes will then be sold as residential units.
4. A paved off-street parking lot shall be provided for the model home complex and accessible parking provided per S.M.C. The off-street parking lot will terminate at the point in time which all the residential lots have been sold and the sales office is closed. The parking lot will be removed and a residential structure constructed, if the parking lot is situated on a residential lot. If not a residential lot, then the lot shall be landscaped as open space or the other intended use as recorded on the final map and/or as indicated on the improvement plans for the development site.

5. The developer shall provide at least three paved, off-street parking spaces for each model home one of which is van accessible disabled parking to the approval of the Administrator and prior to final inspection. The parking lot must comply with all requirements of the Section 20.04.09 and include striped parking spaces and signed identifying the van accessible parking space.

6. The model home lots will be completely landscaped as well as the area surrounding the off-street parking lot. The developer shall submit landscaping and irrigation plans for the project, including off-street parking lot area for review and approval by the Administrator prior to issuance of building permit for the model home complex and off-street parking. The landscaping and irrigation shall be installed per the approved plans prior to final inspection for occupancy of the model home complex office and off-street parking lot.

7. Signs for the model homes shall include monument signs at the entrance of the temporary sales office and the entrance of each model home. The monument signs are temporary and will be removed when the conversion of the sales office to a garage is submitted to the City. Sign sizing shall be per S.M.C. and as approved by Administrator. The sign locations shall comply with the standards in the [Section 20.04.010](#) (Signs).

8. The developer shall limit all construction and construction-related activities to between the hours of 7:00 a.m. through 7:00 p.m., Monday through Friday and 9:00 a.m. to 5:00 p.m. Saturday. There shall be no construction related activities on Sundays in residential areas. The developer shall install signs at all access points to the project that clearly indicate these limited hours of activity on-site prior to the start of any construction-related activities. The developer shall maintain these signs in good repair for the duration of the construction of the project. Once construction is completed, the developer shall remove these signs.

9. The developer shall designate to the Administrator a project contact person responsible/authorized to correct problems regarding the project on a 24-hour/7-days a week basis. The developer shall designate the project contact person to the Administrator prior to issuance of a grading permit for the project.

10. The developer shall apply for and receive approval of a building permit for improving the garage or other room in model home to the sales office and apply for and receive a building permit for the conversion of the sales office back into garage or room.

11. If the sales office is not converted back into a garage, there must be parking documented to the approval of the Administrator that complies with Section 20.04.09.

H. Temporary Office Trailer.

1. A temporary use permit is required.

2. The Administrator may approve a temporary office trailer if there is an associated building permit in process at the City for a structure that will replace the temporary office trailer on the same development site. A temporary office trailer may be permitted for a public utility and transportation project where no building permit is required.

3. The temporary office trailer shall be removed at any time diligent progress to build the associated structure has ceased or prior to final inspection of the associated structure.

4. There shall be skirting around the temporary office trailer.

5. The temporary office trailer shall be located within the project's boundary/property lines and shall comply with the setback regulations for the zoning district to the approval of the Administrator. The temporary office trailer shall not be placed in required parking spaces or access lanes.

6. A paved off-street parking lot shall be provided for the temporary office trailer and accessible parking provided per S.M.C. The developer shall provide one parking space per 200 square feet of office space to the approval of the Administrator prior to final inspection. The parking lot must comply with all requirements of the [Section 20.04.009](#), with striped and signed parking spaces identifying the van accessible parking space.

7. To prevent mud/dirt from transferring from trucks, vehicles and equipment onto paved streets, the contractor shall install pavement or a surface treatment at all egress/ingress points from the trailer at least 50 feet to the street access to the approval of the Administrator.

I. For any use previously listed and/or any other Temporary Use Permit not listed.

1. Where required, a temporary use permit application shall be submitted to the Administrator at least seven days prior to the proposed temporary use accompanied by an inspection fee as established by resolution of the City Council.

2. The Administrator may issue a temporary use permit and require conditions specific to the individual request to ensure that the use complies with this title.