



Permit # _____

Date _____

TEMPORARY USE PERMIT

STREET ADDRESS OF EVENT: _____

Description of Event: _____

To Run from: (Date) _____ (Hour) _____ AM PM

To: (Date) _____ (Hour) _____ AM PM

Applicant: (Print) _____

Applicant address: (Print) _____

City, State Zip: _____

Phone: _____ Fax: _____

Email: _____

City of Sparks Business License #: _____

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

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-Temporary Uses

Use Category: Miscellaneous

A. Applicability

This section may be utilized for uses temporary in nature and shall not be used to replace the requirements for establishing a permanent use.

1. Temporary Use Permit applications should be submitted to the Administrator at least 7 days prior to the requested date of the proposed temporary use and shall be accompanied by the associated fee as established by resolution of the City Council.
2. For Outdoor Sales in accessory to a lawfully established use, see "Accessory Uses."
3. For temporary uses requiring a temporary use permit, additional conditions may be added to the permit by the Administrator.
4. For Special Events that occupy right of way or public property reference Title 9 of the Sparks Municipal Code.
5. This section applies to:

a. 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 shall be located in a MUD(DT/VS), MUD (MUC), CI, C2, TC, I or PF zoning district;
- (b) The operation shall not obstruct any pedestrian walk way 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 equipment associated with the sale, as well as any dirt or litter;
- (d) Christmas Tree Sales are permitted only between November 1 and December 31; and
- (e) The operation shall not create conditions that 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 shall obtain a city business license that will not be issued without written permission of the property owner or their agent;
- (c) The operation shall be located in a MUD(MUC), MUD(DT/VS), CI, 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 equipment associated with the sale, as well as any dirt or litter;
- (f) The operation shall not create conditions that are detrimental to the public health, safety or welfare
- (g) Between November 1 and December 31.

b. Temporary Construction Yard

- (1) **Applicability.** This section applies to any construction yard.
- (2) **Establishment.** Construction yards shall be associated to a specific project with an
- (3) approved building permit issued for grading, construction, remodel and/or demolition.
- (4) A temporary use permit is required.
- (5) **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-day a week basis. The Administrator shall be notified prior to issuance of a grading permit for the project. An informational sign shall be erected at the construction yard site identifying a project contact responsible for compliance with all applicable codes.

- (6) **Removal.** Construction yards shall be removed prior to a final inspection of the last building in a non -residential project and the last structure in a residential project or final approval for a residential project.
- (7) **Access.** The contractor shall be required to provide curb cuts for all egress / ingress areas onto a paved street.
- (8) **Surfacing.** To prevent soil 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 prior to the street access to the approval of the Administrator.
- (9) **Hours of Operation.** To prevent impacts to neighboring property, hours of operation are limited to Monday through Friday from the hours of 7 am to 7 pm, Saturday 9 am to 5 pm, and no operations are permitted on Sunday.

c. Farmer's Market

- (1) A temporary use permit is required
- (2) A business license is required.
- (3) The farmer's market shall not excessively disrupt the circulation 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.
- (6) Hours of Operation shall not exceed the hours of 7:00 am to 7:00 pm.
- (7) Sanitary Facilities shall be provided.

d. Garage and yard sales

- (1) A garage or yard sale on residential property is permitted without a temporary use permit subject to the following conditions:
- (2) The sale may not exceed 72 hours and may not occur in the same location more than twice in any 6-month period
- (3) 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

e. Outdoor Events

- (1) A temporary use permit is required to establish an outdoor event including outdoor sales not in connection with a lawfully established use;
- (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 their agent;
- (4) The outdoor event shall not obstruct any pedestrian walk way or reduce its clear width to less than 8 feet;
- (5) The outdoor sale shall not excessively interfere with vehicle circulation or parking in any required parking area;
- (6) The duration of the outdoor event shall not exceed 72 hours and no further outdoor events may be conducted at the same site more often than once every 96 hours;
*subsequent outdoor events shall obtain an additional temporary use permit.
- (7) At the termination of the outdoor sale the area occupied by the sale shall be completely cleared of all equipment 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) The Administrator may require a bond or other surety to guarantee that all conditions are met and that the site of the outdoor sale is left in good condition when the sale ends or use is terminated.

f. 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 offices 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 obtained in the case there is a need to return the former office to a garage, and all temporary trap fencing and model home signs removed. The model homes may then be sold as residential units.
- (4) A paved off-street parking lot shall be provided for the model home complex and accessible parking required in this Title. The off-street parking lot will terminate when 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 other approved 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 signs identifying the van accessible parking spaces.
- (6) The model home lots and the area surrounding the off-street parking lot shall be completely landscaped. The developer shall submit landscaping, irrigation and off-street parking plans for review and approval by the Administrator prior to issuance of a building permit for the model home complex and off-street parking. The landscaping and irrigation shall be installed according to 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 comply with the Code and be approved by the Administrator. The sign locations shall comply with the standards in the SMC 20.04.10 (Signs).
- (8) The developer shall limit all construction and construction-related activities to between the hours of 7:00 a.m. and 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 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-day 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 obtain a building permit for converting the garage or other room in the model home into a sales office and obtain a building permit for the restoration of the sales office back into a 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.

g. Temporary Sales 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 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 as required by the Code. 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 SMC 20.04.009, with striped and signed parking spaces identifying the van accessible parking spaces.
- (7) To prevent soil 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.

h. Standards for Temporary Uses Associated with a Non-Profit organization

- (1) A Temporary Use Permit is not required
- (2) A valid City Business License shall be obtained.
- (3) Walkways shall not be obstructed or clear width reduced to less than 8 feet.
- (4) Required parking shall not be reduced because of the temporary use.
- (5) Vehicle circulation shall not be inhibited due to the temporary use.
- (6) The temporary use shall be located at a site with a valid City Business License.
- (7) The temporary use shall not exceed the hours of 7 a.m. to 7 p.m.
- (8) At the termination of the temporary use, the site shall be completely cleared of all debris/materials associated with the temporary use.
- (9) The Non-profit organization shall obtain written permission from the property owner where the temporary use will occur.
- (10)The Administrator may add additional conditions to protect the health, safety and welfare of the community.

- (11)If the Non-profit organization cannot comply with one or more of these conditions, the Administrator may consider requests for exemption(s).

i. Temporary Use not previously listed

The Administrator may issue a Temporary Use Permit for any use not specifically identified in this title and require conditions specific to the individual request to ensure that the use complies with this title.