

TOWN OF NEW MARKET - TEMPORARY USE PERMIT

When is an Application required?

- Uses that are classified as a temporary use in the Town zoning district in which it is to be located are required to have a Temporary Use Permit that confirms that the use is permitted in the Zone.
- Structures - No tent, trailer, or other temporary structure governed by the current Building Code shall be occupied or used in conjunction with a temporary use until and unless an Occupancy Permit is issued by from the County on the Town's behalf.
- Town Sponsored Events - The Mayor and Town Council may periodically schedule Town sponsored events held for the betterment of the Town. A Temporary Use Permit and Council approval is required.
- Open Air Farmers Markets & Produce stands require Planning Commission approval Events that are also required by law to obtain County and or State approvals must file directly with these jurisdictions and must provide them with a copy of the town approval. Examples of such events include but are not limited to:
 - Sale of food and/or produce to the public will require a Health Department approval.
 - Vendors and/or Food trucks may provide copies of their permits
 - Sale of liquor to the public will may require a State and County Liquor license.
 - Temporary structures such as temporary tents, stages etc, that are larger than 150 square feet or that include temporary electrical service and or heating
- Applications that include temporary tents, trailers, or other temporary structure governed by the Town Building Code shall be referred to the County Permit Center for a building code approval and Fire Marshall Inspection prior to County issuance of a Temporary Occupancy Certificate.
- Applications that propose to temporarily block a public street shall be approved by the Town Council and the Sheriff's Office and the Fire Marshall.
- Events that require off-site parking require Planning Commission approval

Approval requirements:

- Applications shall include a sketch plan showing the boundaries of the property, the use of adjacent properties, the proposed location of the temporary use or structure on the property, and other information sufficient to show that the temporary use or structure and parking for the use complies with the standards set forth in III 4.3 of the Town's Land Development Ordinance.

Application timing:

- All Applications for a temporary use permit shall be filed with the Town Clerk and Zoning Administrator.
- All applications for temporary use permits shall be filed at least two weeks prior to the date the use is proposed to commence,
- All applications for which town sponsorship, street closures or public safety support is requested from the Town or for which town council or Planning Commission approval shall be filed at least four weeks prior to the date on which the temporary use will commence
- The Zoning Administrator may waive this filing deadline requirement in an individual case, for good cause shown.

EVENT PERMIT FORM

TOWN OF NEW MARKET - TEMPORARY USE PERMIT

For Office Use Only:

Fee Paid: \$ _____ **Check #:** _____ **Cash:** _____

____ Filing Fee: 85\$ - Fees for Town Sponsored Events shall be waived.

Submittal Check list:

Applicant Name (committee or entity or individual)

Contact Person for the event / the Event Coordinator.

phone # _____ email _____

Is the event public? Yes ____ No ____

(Private events for which tickets and/or liquor are sold to the public are considered public events)

Is the event town sponsored? Yes ____ No ____ (see signature block below if yes)

Location of the use (include property addresses)

Zoning of the event property site _____

Owner of property on which the event will occur:

phone # _____ email _____

Owner's Signature. By signing the property Owner gives permission for the use/ events on the property _____

Provide Sketch Plan attachment _____

Application date _____

Temporary Use Date _____ Duration of use/event/festival, hours; _____

Proposed Uses: including entertainment, sale of food, sale of alcohol, vendors, etc; _____

Requested use of public facilities requested- if any, rest rooms, etc.;

Estimated number of Attendees _____ total _____ at a time

Parking provisions: Estimated number of spaces needed _____ at one time.

Location of parking for participants:

Signatures - if needed - if on other private parcels will be used for parking, provide signatures from owners stating permission for use

Request for Reservation of town park structures? Yes ____ No ____ attached signed form

Request for Special Traffic, security, and clean-up provisions, Yes ____ No ____ if yes what:

Are any public street closures requested? Yes ____ No ____ if yes what:

Provide a copy of current permit numbers for all vendors and temporary toilet providers:

Any Proposed Temporary structures Yes ____ No ____ Provide information on size, location and specifications for all temporary structures over 10'x10' or that include heat sources, temporary electrical connections and or stages.

For Office Use Only:

Other approvals required: Yes/ No

For Office Use Only:

Zoning Administrator

Town Council approval - if required

Approved: _____

Approved: _____

Disapproved: _____

Disapproved: _____

Conditions: _____

Conditions: _____