

SUBJECT: Temporary Use Permits - Accepting, Processing, Issuance

EFFECTIVE DATE: August 2003, Rev. Oct. 2004, Rev. 6-09, Rev. 8-12

POLICY NUMBER: PL – 010

SEE ALSO: PLF – 009, PL – 014
Chapter 42, Article IV, Section 42-59 (see PLF – 023)

POLICY SUMMARY

1. Temporary Use permits are not required for promotional activities (sidewalk sales) of retail merchants on their own property (see 42-59(d)(8)) or for garage sales (see 42-59(d)(9)). **Special Use**, not Temporary Use, permits are required for open-air markets (see policy PL – 014 for Special Use permits). Temporary Use permits are not required for activities or events to be located in downtown public parking lots. Those events are to be coordinated through Salina Downtown Inc., and the Public Works Department.
2. Development Services administrative staff can provide information to the applicant that includes:
 - Information from the SFD regarding tents and canopies (ask applicant if they plan to erect a tent or canopy). This form is furnished by the Salina Fire Dept. and copies are on file in D.S. Dept.
 - A copy of Chapter 42-59 of the Salina Code (PLF-023)
 - Blank Application (PLF-009)
3. The applicant shall complete the application by providing accurate information. Development Services administrative staff can assist the applicant regarding ownership verification. If there is any problem with verifying the correct ownership the applicant might need to check with the Register of Deeds office.
4. **The applicant is required to obtain the signature of the property owner or an authorized representative of the owner.** (example: Wal-Mart general manager would be appropriate to sign as an authorized representative OR most business owners who lease their buildings are authorized representatives) Ask questions of the applicant to determine from whom he is getting approval.
5. All Temporary Use Permit applications shall be submitted to Development Services. Applications for Temporary Use permits for **moveable structures** (this would include itinerant merchants selling from trucks, vans, or RVs and fire works stands) must be accompanied by a site plan (42-59(d)(7)c) that includes, but is not limited to, location, setback from property lines, screening, sign and fence locations, if applicable and electric meter locations or power source. In lieu of a site plan, staff may furnish an aerial photo of the proposed location to the applicant in order for them to indicate the proposed location of the Temporary Use. Administrative staff accepts the permit application by date stamping the form. Staff will confirm that both the property owner and applicant have signed the application. **Do not accept applications without both signatures.**
6. Administrative staff checks in the application, creates a project/permit in the permit database, attaches the application to the address file and places the application in the appropriate inbox of the Development Services staff person who will be processing the application.
7. If further information is needed, the Development Services staff person doing the review will contact the applicant to request this information. Once the information is received the

application will be processed within 3 working days.

8. If no further information is required, the Development Services staff person will process the application with a completion goal date of **3 working days**. If approved, the bottom half of the form will be completed by Development Services staff person. If denied, the word "DENIED" will be written in the 'special conditions' box with a date and a reason for the denial.
9. D.S. staff person will return the address file (with the approved or denied application attached to the front) to administrative staff.
10. Development Services administrative staff will notify the applicant that the permit is approved and ready to issue. After the Temporary Use Permit is issued the original shall be placed in the address file and a copy given to the applicant. Copies shall also be given to the Property Owner; Fire Department, attn: Fire Marshal, City Clerk's office, and Police Dispatch. Whenever possible these copies should be scanned and emailed to the group list in lieu of paper copies.
11. If denied, the applicant shall be notified and the original application shall be placed in the address file.