

Approval Criteria:

Temporary use permits shall be issued by the zoning administrator, unless otherwise specified by these regulations. Said permit shall be issued only if all the following criteria are met in the opinion of the zoning administrator:

1. Adequate off-street parking with an approved surface shall be provided for customer vehicles outside the roadway improvement area.
2. Signs may not be larger than ten (10) square feet and must comply with the sign regulation provisions of these regulations.
3. Structures or product displays shall not be placed inside the visual sight triangle at intersections.

TURN YOUR PERMIT IN EARLY!

We welcome your complete application as soon as it is ready. Don't wait until the last minute, plan ahead!

4. Adequate sight distances shall be available for vehicles entering and leaving the temporary use site.
5. Noise, odor or light emissions from the site shall not present an interference with the enjoyment or use of the property or a hazard to adjoining properties or public ways. Artificial lighting shall not illuminate any nearby dwellings and sound from public address systems shall not exceed sixty (60) dBA at the property line of residences.
6. Adequate provision for sanitary waste and trash disposal shall be provided by the applicant. Trash, rubbish and waste products shall be removed from the premises daily.

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7. Utility services provided shall comply with applicable building, electrical, plumbing, fire, safety, sanitation, public health and other codes, laws or regulations applicable to the use and shall be installed only under permits obtained as required by such codes.
8. The site shall be cleaned up and restored to its previous condition upon expiration of the temporary use permit.
9. Written consent of the property owner has been received.

Where to Find Forms:

- ⇒ Go to City website at: www.salina-ks.gov
- ⇒ Click on Departments
- ⇒ Click on Community & Development Services
- ⇒ Click on Planning Division
- ⇒ Click on Application Forms
- ⇒ Temporary Use Permit Form #BLF-009



PLF- 152 6-15-18

Community and
Development Services
Planning Division

300 W. Ash, Room 205
Salina, KS 67401
Phone: 785-309-5720
Fax: 785-309-5713
TDD: 785-309-5747

Website: www.salina-ks.gov

Temporary Use Permits:

Roadside stands, festivals/carnivals,
food trucks, temporary offices and
more....



Community and
Development Services

Planning Division



785-309-5720
plangroup@salina.org
www.salina-ks.gov

What is a Temporary Use?

Chapter 42-59 of the Salina Municipal Code

A temporary use is typically the sale and/or promotion of goods and services on private property, outside (and away from) the buildings or structures on that property, or on a vacant lot.

Some of the most common temporary uses include, but are not limited to, sales of tools, produce, handbags, blankets, meat/seafood, and arts and crafts.

Temporary uses may be conducted from a moveable structure such as a tent, table, motor vehicle, food truck, RV, and/or trailer set up outside.

ALL activities that qualify as a temporary use MUST GET a Temporary Use Permit .

Additional Regulations:

Specific uses defined in the code are considered temporary uses for which additional regulations apply. These include, but are not limited to:

- Consumer Fireworks Sales
- Christmas Tree Sales
- Contractor's Offices
- Temporary Living Quarters for Emergency Services
- Real Estate Project Sales Office
- Festivals
- Open Air Markets
- Carnivals, Circuses, and Tent Shows

Please contact staff for assistance in reviewing these specific requirements.

Mobile Food Vending (Food Trucks):

Food truck activity is currently regulated through the Temporary Use Permit and Special Event Permit. See below for specifics.

On Private Property

- 1. Parked for less than 8 hours:**
 - No permit required.
- 2. Parked for 8 or more hours:**
 - Yes, a Temporary Use Permit is required.
- 3. Parked consecutively at the same location for more than two weeks:**
 - Yes, a Temporary Use Permit & a Zoning Certificate are required.
 - This option is limited to only food carts and food trailers without an engine

****Please contact staff regarding the specifics of a Zoning Certificate.*

General Rules for Private Property:

- Must operate in a zoning district that allows food service establishments.
- Must obtain appropriate food service license from the State of Kansas.
- Must have the land owner's permission.
- Must return the site to its original condition.
- Can not put any type of temporary signs in the Right-of-Way.

On Public Property

- 1. ONLY ALLOWED** with an approved Special Event Permit.

General Rules for Public Property:

- Must obtain a Special Event Permit from the City Clerk.
- Must comply with conditions and terms of the permit.
- Must obtain appropriate food service license from the State of Kansas.
- Must have the special event organizer's permission if applicant is not the event's main organizer.
- Must return the site to its original condition.

Special Use Permit:

A Special Use Permit is NOT the same as a Special Event Permit. If a proposed temporary use is an open air market (flea market, farmer's market, garden center, roadside stand) that would exceed two consecutive weeks and/or exceed the frequency of one in a six month period, it is deemed a Special Use. The process is more involved and requires public notice, a public hearing and approval by the Planning Commission. Once a special use permit is issued it is subject to renewal requirements if the permit holder wishes to repeat the event annually.

A typical Temporary Use Permit takes 3 days to process and can be approved Administratively. (some exceptions apply)

Getting a Permit:

Applications for a temporary use permit can be downloaded from the City's website or picked up in the office. Applicant must provide the following:

1. The commonly known address of the property to be used;
2. A complete description of the proposed use, including dates and time schedules for operation of the use;
3. The name, address and phone number of the applicant, the property owner and the person(s) responsible for the use if different than the applicant or property owner;
4. A statement describing provisions which will be made for sanitation facilities, utility services, parking, traffic control, security, fire safety, medical emergency and first aid, noise control and cleanup and restoration.
5. Site Plan showing location of temporary use.
6. Written permission from the land owner.