



Community Development  
 110 South Main Street  
 Springville, UT 84663

801.491.7861  
 www.springville.org

**TEMPORARY USE PERMIT  
 APPLICATION**

REVIEW FEE: \$35 (GL# 4-13)  
 TEMPORARY USE BOND: \$\_\_\_\_\_ (GL# 3-16)

*Cash or Check Only*

<b>APPLICANT INFORMATION</b> <i>(please print)</i>			
Name:			
Street Address:			Phone:
City:	State:	Zip	Mobile:
Email:			Fax:
<b>PROPERTY OWNER INFORMATION</b> <i>(If different from applicant above)</i>			
Name:			
Street Address:			Phone:
City:	State:	Zip	Mobile:
Email:			Fax:
<b>PROPERTY &amp; TEMPORARY USE INFORMATION</b>			
Temporary Use Property Address:			
Proposed Date(s) of Temporary Use:		Hours of Operation:	
Describe in Detail the Type of Temporary Use Requested:			
Describe Any Proposed Signage Associated with the Use:			

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. In the event the temporary use or structure is not removed and the site restored to its original condition, I understand the bond amount posted may be used for removal or clean-up of the temporary use.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

## TEMPORARY USE PERMIT APPLICATION SUBMITTAL REQUIREMENTS & REVIEW PROCESS

The procedure for applying for a temporary use permit shall be as follows:

- Submission of a completed temporary use permit application and applicable fee, along with the following:
  - Site plan drawing that illustrates dimensions and locations of any existing structures on the property with dimensions and setbacks noted and showing all existing driveways, landscaping and parking stalls associated with the site;
  - Written authorization from the property owner;
  - Proposed signage associated with the use;
  - Explanation of sanitary facilities to service the site;
  - Details of the restoration of the site to its original condition;
  - Bonding/insurance requirements, if applicable; and
  - Any other required information as requested by the Community Development Director.

The application will be reviewed for compliance with the general standards and specific regulations (as applicable) set forth below. Staff will approve, conditionally approve, or deny the application within ten (10) working days.

GENERAL STANDARDS - All temporary uses shall meet the following requirements:

- (a) The proposed temporary use will be located, operated and maintained in a manner consistent with the policies of the General Plan and the provisions of the Code.
- (b) The proposed site for the temporary use or structure is adequate in size and shape to accommodate the temporary use.
- (c) The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that such temporary use will or could reasonably generate.
- (d) Adequate parking to accommodate vehicular traffic to be generated by such use will be available either on site or at alternate locations.
- (e) The operation of the requested use at the location proposed and within the time period specified will not jeopardize, endanger or otherwise constitute a menace to the public health, safety or general welfare.
- (f) Permanent alterations to the site are prohibited.
- (g) Permanent signs are prohibited. All approved temporary signs associated with the temporary use shall be removed when the activity ends.
- (h) The temporary use regulation of the Section does not exempt the applicant or operator from any other required permits, such as health department permits.
- (i) As appropriate, a cash bond to ensure clean-up and necessary restoration work shall be required. The bond shall be \$3,000.00 for large scale events, mobile sales offices and construction trailers and \$300.00 for all other temporary uses that can be used for the required removal of the structure. The applicant shall sign a statement stating that the City may use the bond for removal or clean-up of the temporary use.

## SPECIFIC REGULATIONS

- (a) Christmas Tree Sales Lots. Allowed in all commercial and manufacturing zones. Display of Christmas trees need not comply with setback requirements of the zone; however, no tree shall be located in any sight triangle. The temporary use permit shall be valid for a forty-five (45) day time period.
- (b) Fireworks Sales. Allowed in any commercial or manufacturing zone from temporary stands or trailers. Fireworks sales are also subject to the requirements of Title [3](#) of Springville City Municipal Code.
- (c) Fast food huts of less than one hundred (100) square feet for the retail sale of food items such as shaved ice, snow cones, hot dogs, tacos and soft drinks. Allowed in any zone where fast food eating establishments are permitted. The temporary use permit shall be valid for a six (6) month time period. Temporary uses selling items for human consumption on site shall be subject to all Health Department regulations.
- (d) Garage, Yard, House or Apartment Sale. Allowed in all residential zones and all properties used residentially. Such use shall be limited to two (2) consecutive days and no more than three (3) such sales may be conducted from the same property in any twelve (12) month period.
- (e) Large-Scale Special Events, Such as Carnivals, Concerts, Circuses, Including but Not Limited to Outdoor Entertainment and Similar Events. May be allowed in all zones. Such events may be permitted on any single property up to a maximum of one (1) forty-five (45) day event within a calendar year, with a limitation of no more than three (3) non-consecutive separate events of a maximum of fifteen (15) days per each event. In authorizing an application for a large-scale event, the Community Development Director or his designee shall include as conditions of approval the following minimum provisions:
  - (i) The use will be limited to the dates and times (or period of time), nature and extent prescribed by the Community Development Director.
  - (ii) Provisions for fire protection and fire vehicle access will be made as prescribed by the Fire Chief.
  - (iii) The site shall be cleaned and restored to its original condition or better at the conclusion of the event. An adequate number of trash receptacles shall be provided on site and shall be emptied or removed as necessary at the applicant's expense.
  - (iv) All applicable laws and ordinances shall be observed. This shall include but not be limited to the equipment used, construction, plumbing, mechanical, electrical and all other respects shall be observed.
  - (v) Any food concessions must be licensed and operate under a valid Health Department permit pursuant to local ordinances and State laws.
  - (vi) Provision of adequate sanitary and medical facilities.
  - (vii) The applicant shall obtain and secure liability insurance to cover all activities prior to issuance of a temporary use permit.
  - (viii) Any additional limitations or conditions as required by the Community Development Director.
- (f) Mobile Construction/Sales Offices and Contractor's Storage Yard. Allowed in all zones in conjunction with development during the construction period of a specific project. Such uses must be used exclusively as a temporary office and shall provide water and toilets at the construction site. When, due to site constraints, location within the required setback is needed, the location of such facilities may be approved by the Community Development Director. The initial authorization shall be for twelve (12) months with two (2) six (6) month extension periods allowed where construction on the site is proceeding in a timely manner. Such uses must be removed within fourteen (14) days of occupancy of the permanent building or completion of the project.
- (g) Outdoor /Traveling Retail Sales, such as sales of tools, housewares, rugs, toys, spas and other manufactured goods, along with retail services. May be allowed in all commercial and manufacturing zones. Such events may last up to a maximum of thirty (30) days, including set-up and take-down of facilities.

- (h) Sale of Motorized Vehicles. Allowed in any commercial zone or manufacturing zone where auto sales are a permitted use. Up to three (3) sales per calendar year lasting no more than three (3) days each at any specific location.
- (i) Real Estate Offices, Including Model Home. Allowed in all zones, provided they are located within the development for which units or space are being sold. No such use may contain any cooking or sleeping accommodations unless located in a model home. Such use shall be connected to the City's water and sewer system. Off-street parking shall be provided for employees. The temporary use permit shall be issued for twelve (12) months and may be renewed for six (6) month intervals thereafter until the development is sold out.
- (j) Seasonal Produce Sales. Allowed in all commercial, manufacturing and agricultural zones. The temporary use permit for such uses shall be valid from June through October.
- (k) Tents. Allowed in any district, in connection with any permitted or conditional use. The tent shall be in conformance with all City Codes. A tent may be in use for up to a maximum of ten (10) days, including set-up and take-down.
- (l) Temporary Signs. A temporary use permit may be issued for temporary signs in all non-residential zones subject to Section [11-6-311](#).
- (m) Temporary Concrete Batch Plants. May be allowed in the Heavy Industrial-Manufacturing (H-IM) Zone with the following conditions:
  - (i) Such plants shall only be allowed for a specific project which shall be located in Springville.
  - (ii) The initial authorization shall be for six (6) months with one (1) six (6) month extension. Reapplication for the same site may not be allowed for one (1) year.
  - (iii) Hours of operation shall be limited from 7:00 a.m. to 7:00 p.m., Monday through Saturday.
  - (iv) Sanitary facilities and water shall be provided at the site.
  - (v) Written approval of a SWPPP permit shall be provided and approved by Springville City.
  - (vi) Written approval and proper permitting from the Utah Division of Air Quality is required.
  - (vii) The site shall be located no closer than one thousand feet (1,000') from any residence, school, recreation area, or public gathering place as measured from the property line.
  - (viii) Trucks must follow designated routing to and from the site as approved by the Public Works Director or designee. A mitigation plan for the effects of heavy trucks on City streets may be required.
  - (ix) The site may not be used for vehicle maintenance.
  - (x) All portions of the site used for truck traffic shall be graveled and subject to approval by the City Engineer or designee.
  - (xi) The City may require that aggregate piles be covered or treated with water or dust-suppressant materials.