



We're going outside.

City of Jefferson Procedural Checklist for Temporary Use Permits Requirements per Section 300.10.40

This form is designed to be used by the Applicant as a guide to submitting a complete application for a temporary use and by the City to process the application.

Name, company, and client (if applicable): _____

Phone number: _____ Email: _____

Property address of proposed temporary use: _____

Brief description of proposed temporary use: _____

I Application Packet Requirements

The Applicant shall submit 1 electronic pdf or 3 paper copies (aa x 17) of the application.

All temporary uses require a temporary use permit. In order to address unforeseen circumstances, the Zoning Administrator may require an applicant to submit materials including, but not limited to:

- A map of the subject property to scale depicting:
 - All lands for which the temporary use is proposed and all other lands within 100 feet of the boundaries of the subject property.
 - Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - All lot dimensions of the subject property.
 - A graphic scale and a north arrow.
- A written description of the proposed temporary use describing the type of activities, buildings, and structures proposed for the subject property and their general locations.
- A site plan of the subject property. Said site plan shall conform to any and all the requirements of Section 300.10.43.
- Additional information as may be required by the Zoning Administrator.

II Process Checklist

- Staff-Applicant meeting (if applicable) Date: _____
- Receipt of complete application by Zoning Administrator (if applicable) Date: _____
- Review and action by Zoning Administrator Date: _____