

City of Stoughton Procedural Checklist for Temporary Use Review and Approval (Requirements per Section 78-906)

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 said application. Part II is to be used by the Applicant to submit a complete application; Parts I - III are to be used by the City when processing said application.

Name of Applicant: _____

Address & Phone of Applicant: _____

Property Address: _____

Use Description: _____

I. Recordation of Administrative Procedures for City Use

Meeting with City staff:

Date of Meeting: _____

Follow-up staff meeting scheduled if necessary:

Date of Meeting: _____

Application form filed with Zoning Administrator Date: _____

Application fee of \$_____ received by Zoning Administrator Date: _____

II Application Submittal Packet Requirements for Applicant Use

The Applicant shall submit an application packet for staff review which includes the following information:

Application Packet (1 copy to Zoning Administrator) Date: _____

- (a) **A map of the subject property:**
 - Showing all lands for which the temporary use is proposed.
 - Map and all its parts are clearly reproducible with a photocopier.
 - All lot dimensions of the subject property provided.
 - Graphic scale and north arrow provided.

- (c) **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.

III. Final Application Packet Information for City Use

Certification of complete application by Zoning Administrator Date: _____