

**City of Stoughton Application for Temporary Use Review and Approval
(Requirements per Section 78-906 - attached)**

Applicant Name: _____

Applicant Address: _____

Applicant Phone and Email: _____

Property Owner Name (if different than applicant): _____

Property Owner Phone: _____

Subject Property Address: _____

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; Part I is to be used by the City when processing said application.

I. Recordation of Administrative Procedures for City Use

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 (See temporary use review approval procedures attached):

- (a) **A map of the subject property including**
 - Showing all lands for which the temporary use is proposed.
 - All dimensions or scalable map of the subject property.

- (c) **A written description of the proposed temporary use including**
 - Describing the type of activities, buildings and structures proposed for the subject property and their general locations.

Zoning Sec. 78-906. - Temporary use review and approval procedures.

- (1) *Purpose.*
 - (a) The purpose of this section is to provide regulations that govern the procedure and requirements for the review and approval, or denial, of proposed temporary use.
 - (b) Temporary uses are those uses that have the potential to create undesirable impacts on nearby properties if allowed to develop simply under the general requirements of this chapter. In addition to such potential, temporary uses also have the potential to create undesirable impacts on nearby properties that potentially cannot be determined except on a case-by-case basis. In order to prevent this from occurring, all temporary uses are required to meet certain procedural requirements applicable only to temporary uses, in addition to the general requirements of this chapter and the requirements of the zoning district in which the subject property is located.
 - (c) Land uses which fail to meet one, but not more than one, of the requirements for temporary uses of section 78-206 may be reviewed as a conditional use. (See subsection 78-202(2))
- (2) *Regulations applicable to all temporary uses.* No public hearing is required to review a temporary use, however, a demonstration that the developer proposes to meet all temporary use requirements of this article must be made at time of site plan application. Furthermore, no building permit shall be issued for any development that does not comply with all requirements of this chapter (see section 78-909). Any temporary use found not to be in compliance with the terms of this chapter shall be considered in violation of this Code and shall be subject to all applicable procedures and penalties.
- (3) *Application requirements.* All applications for proposed temporary uses, shall be approved as complete by the zoning administrator prior to certification of the proposed temporary use. Said complete application shall be comprised of all of the following:
 - (a) A map of the subject property showing all lands for which the temporary use is proposed, and all other lands within 300 feet of the boundaries of the subject property. Said map shall clearly indicate the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control. Said map and all its parts and attachments shall be submitted in a form which is clearly reproducible with a photocopier, and shall be at a scale which is not less than one inch equals 800 feet. All lot dimensions of the subject property, a graphic scale, and a north arrow shall be provided;
 - (b) A map, such as the planned land use map, of the generalized location of the subject property in relation to the city as a whole;
 - (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;
 - (d) The zoning administrator may require a site plan of the subject property. Said site plan shall conform to any and all the requirements of subsection 78-908(3);
- (4) *Approval by the zoning administrator.* Approval of a temporary use shall be by the zoning administrator following review of said complete application per subsection (3) above; and
- (5) *Fee.* A fee may be required for this procedure. Refer to section 78-919.