



City Clerk's Office
 TEMPORARY USE PERMIT Application
Promotional Sales/Event

Applicant:		File #:	
<input type="checkbox"/> Complete application received Date:		<input type="checkbox"/> Permit issued <input type="checkbox"/> Permit denied Date:	
Applicant <input checked="" type="checkbox"/>	APPLICATION REQUIREMENTS:		Staff <input checked="" type="checkbox"/>
	Completed Temporary Use Permit Application		
	Application fee – \$65.00		
	Site plan, including:		
	<i>Date, north arrow, project name, scale (not less than 1"=50")</i>		
	<i>Existing structures, trees, landscaping, poles, walls, fences, berms, parking areas, vehicular drives, pathways, signs, etc.</i>		
	<i>Proposed structures, fencing, parking areas, and drive aisles (include dimensions)</i>		
	<i>Proposed locations of goods and displays</i>		
	<i>Proposed locations of garbage receptacles</i>		
	<i>Proposed locations of first aid stations, drinking water sources, and restrooms</i>		
	<i>Proposed locations of temporary signs</i>		
	<i>Proposed locations and type of generator(s) or power source</i>		
	Central District Health Dept. written approval (if necessary)		
	Idaho Liquor Catering Permit – If alcohol will be served or sold		
STAFF USE ONLY:			
	City of Meridian Police Department approval		
	City of Meridian Attorney's Office approval		
	City of Meridian Planning Department approval		
	City of Meridian Fire Department approval		
	Courtesy copy to Mayor		

*THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE
 UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.*



City Clerk's Office
TEMPORARY USE PERMIT Application
Promotional Sales/Event

APPLICANT INFORMATION

Applicant name: _____ Phone: _____

Applicant email address: _____

Permanent proprietor hosting the use: _____

Permanent proprietor mailing address: _____

Permanent proprietor physical address: _____

Permanent proprietor tax identification number: _____

Agent upon whom service of process may be made in Idaho: _____

PROPERTY INFORMATION

Address/Location of promotional sales/event: _____

Assessor's parcel number(s): _____

Current land use: _____ Current zoning district: _____

Applicant's interest in property: Own Rent Other _____

Owner name: _____ Phone: _____

PROMOTIONAL SALES UNIT INFORMATION

Name of promotional sales/event: _____

Date(s) of promotional sales/event: _____

(Not to exceed 160 days per calendar year)

Hours of operation: _____

General description of sales/event: _____

Persons who will operate under this permit *(List both mailing and physical addresses if not same; attach additional pages if necessary)*:



City Clerk's Office
TEMPORARY USE PERMIT Application
Promotional Sales/Event

Structures to be used (*dimensions, location, purpose*): _____

Parking area to be used (*dimensions, location, surface*): _____

Security personnel and equipment: _____

Crowd control measures: _____

Traffic control measures: _____

Emergency communication and evacuation plan: _____

Clean up and tear down plan (*include dates/times + sign removal*): _____

TEMPORARY SIGN INFORMATION

Temporary signs **on-site only**: (*Two (2) signs not to exceed 32 square feet each*)

Size 1: _____ Number of Size 1 signs: _____

Size 2: _____ Number of Size 2 signs: _____