



City Clerk's Office
 TEMPORARY USE PERMIT Application
 Temporary Sales Unit

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 application		
	Application fee – \$65.00 (or \$0 with proof of 501 (c) 3 Status)		
	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, vendors, 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>		
	Type of electrical being used (generator, temp power pole, etc.)		
	Written permission of property owner(s) where temporary sales will occur		
	Central District Health Dept. written approval and/or permits (if necessary)		
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			
City of Meridian Building Department approval (if applicable)			
Courtesy copy to Mayor			

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



APPLICANT INFORMATION

Applicant name: Phone:
Applicant email address:
Applicant mailing address:
Applicant physical address:
Applicant tax identification number:
Agent upon whom service of process may be made in Idaho:

PROPERTY INFORMATION

Location of temporary sales unit:
Assessor's parcel number(s):
Current land use: Current zoning district:
Applicant's interest in property: Own Rent Other
Owner name: Phone:

TEMPORARY SALES UNIT INFORMATION

Date(s) of temporary sales (must have starting and ending date):

(Not to exceed 120 days per calendar year, per property)

Hours of operation:

Name and General description of temporary sales to be conducted (including goods/services to be sold, traded, given away, offered, displayed, or delivered):

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



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Structures to be used - May not exceed 700 square feet (dimensions, location, purpose):

Type of electrical used for temporary structure: (existing, temp power pole, generator, etc.)

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 maximum not to exceed 16 square feet each)

Size 1: Number of Size 1 signs: On-site

Size 2: Number of Size 2 signs: On-site