

# APPLICATION - TEMPORARY USE PERMIT

Planning and Development Department  
102 W. Main St.  
Prattville, AL 36067  
(334) 361-3613, FAX (334) 361-3677  
[planning@prattville.com](mailto:planning@prattville.com)



## BUSINESS OPERATOR

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
\_\_\_\_\_

## DATES AND HOURS OF OPERATION

Dates: From \_\_\_\_\_ to \_\_\_\_\_  
Hours: From \_\_\_\_\_ to \_\_\_\_\_  
Explanation (if necessary) \_\_\_\_\_  
\_\_\_\_\_

## TEMPORARY USE LOCATION

Address: \_\_\_\_\_  
\_\_\_\_\_  
Shopping Center  
Name: (if applicable): \_\_\_\_\_  
Property Owner: \_\_\_\_\_  
\_\_\_\_\_  
Owner Address: \_\_\_\_\_  
\_\_\_\_\_  
Owner Phone Number: \_\_\_\_\_

## TYPE OF TEMPORARY USE (check one)

- Carnival or Circus
- Christmas Tree Sales
- Contractor's Office or equipment storage
- Real Estate sales office
- Event of Public Interest
- Religious tent meeting
- Non-Profit Fund Raising
- Sales of farm produce

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: If temporary business is located on property owner by someone or an entity other than the applicant, then written permission to locate on the property must be attached to this application.**

## SKETCH PLAN

Attach a sketch plan of the proposed site containing the following items. Check the items included:

- North arrow and scale of no greater than 1"=100'
- All lot or boundary lines
- Location and dimensions of all structures and parking areas
- Location and dimensions of all streets, driveways or curb cuts surrounding the site
- 
- Location and dimensions of all signs to be used with the temporary activity
- Location of any water, sewer and electrical connections
- Location of nearest fire hydrant
- Certification by registered traffic engineer on a traffic management plan

## CERTIFICATION

***I certify that the information contained in this application is correct. I agree to comply with all local ordinances and state laws dealing with the proposed temporary use, and hereby authorize representatives of the City of Prattville to enter upon the above-mentioned property for inspection purposes***

\_\_\_\_\_  
Applicant Signature Date

**For Departmental Use Only**

<b>Date Received:</b>	<b>Time Received:</b>	<b>Received By:</b>	
<b>City Planner Approval:</b>	<b>Date Approved:</b>	<b>Variance Required:</b>	
<b>Permit Issued By:</b>	<b>Date:</b>	<b>Picked-up by:</b>	<b>Date:</b>

**REVIEW**

**CITY PLANNER OR DESIGNEE**

Zoning District: \_\_\_\_\_

Use permitted: \_\_\_\_\_

**TYPE OF TEMPORARY USE - VERIFIED  
(Check one)**

- Carnival or Circus
- Christmas Tree Sales
- Contractor's Office or equipment storage
- Real Estate sales office
- Event of Public Interest
- Religious tent meeting
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- Sales of farm produce

\_\_\_\_\_  
\_\_\_\_\_

- Required Setback: \_\_\_\_\_
- Required Sign Setback: \_\_\_\_\_
- Required Sign Area: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conditions of Approval (all items listed below must be followed or permit is invalid):**

Item #	Condition

Add pages as needed.