

PROCEDURES FOR ZBA 007 – TEMPORARY USE PERMIT

This permit is used for the following reasons:

1. Construction buildings and structures, including trailers, which are used for: storage of construction materials, tools, supplies and equipment, construction management & supervision offices, and for temporary on-site sanitation facilities. Construction buildings and structures must be removed from the lot within fifteen (15) days after an occupancy permit is issued for the permanent structure on the lot or the expiration of a building permit issued for construction on the lot. (Article 23.29b)
2. Sales offices or model homes provided: location of the office is specified in the permit; permit is valid for up to one (1) period and may be renewed by the Zoning Administrator for two (2) successive one (1) year periods or less at the same location; and only transactions related to the development of the property on which it is located shall be conducted within the structure. (Article 23.29c)
3. Temporary sale of merchandise in commercial districts related to a seasonal or periodic civic event, such as a festival. (Article 23.29d)
4. Flea Markets & Farmers Markets for up to three (3) days in the commercially zoned district. (Article 23.29e)
5. Temporary dwelling or mobile home on any residential lot or parcel when a home has been destroyed by fire or natural disaster for a period of one (1) year while constructing a new home or the repair of damaged home is undertaken. (Article 18.12)

A. Submit Temporary Use permit application to the Village Clerk – include the following:

Required fee

Location of property involved in request

Name and address of applicant

Legal description of property

Present zoning of property

Type or permit requested (original or renewal – which renewal)

Site plan (to scale) including -

property lines; all existing and new buildings/fixtures; exact distances between all existing and new buildings/fixtures; exact distances between all property lines and existing and new buildings/fixtures

B. Zoning Administrator will approve or deny request

(response times will vary – responses that don't encounter any problems or need special consideration should be completed within 30 days of submitting request)

C. Approved request (with or without stipulations)

Use as approved – reapply if needed - in 6 months time - for renewal of this permit

D. Denied request

1. drop request

2. apply for variance request (See procedures for needed variance for additional information)

VILLAGE OF NASHVILLE
TEMPORARY USE PERMITS
VALID FOR UP TO 12 MONTHS FROM APPROVAL
Requires approval of Zoning Administrator

Temporary permits – Article 18.12 & Article 23.29

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- 7. Sales offices or model homes provided: location of the office is specified in the permit; permit is valid for up to one (1) period and may be renewed by the Zoning Administrator for two (2) successive one (1) year periods or less at the same location; and only transactions related to the development of the property on which it is located shall be conducted within the structure. (Article 23.29c)
- 8. Temporary sale of merchandise in commercial districts related to a seasonal or periodic civic event, such as a festival. (Article 23.29d)
- 9. Flea Markets & Farmers Markets for up to three (3) days in the commercially zoned district. (Article 23.29e)
- 10. Temporary dwelling or mobile home on any residential lot or parcel when a home has been destroyed by fire or natural disaster for a period of one (1) year while constructing a new home or the repair of damaged home is undertaken. (Article 18.12).

Cost of permit - \$ 30.00 - paid _____

Date _____

I. Location of property: _____

Name of applicant: _____ Telephone # _____

Address of applicant: _____

Please attach a copy of the legal description of property

Present zoning classification: AG ___ RA ___ RB ___ RC ___ RD ___ CBD ___ GB ___ I ___ PUD ___

II. Type of permit requested: _____

___ Original request ___ renewal request (1st 2nd – circle one)

Applicant must complete parts I and II and a site plan must be drawn on the reverse side of this form or attached in another form of your choice.

III. Action by Zoning Administrator: Denied ___ Approved ___ Approved with stipulations ___

Section (s) of the Zoning Ordinance involved: _____

Review of property as it pertains to the provisions of the Zoning Ordinance: (Zoning Administrator should indicate requirements and whether satisfied)

Signature of Zoning Administrator

Date

If the applicant disagrees with the interpretation of the Zoning Ordinance, as made by the Zoning Administrator, the applicant may appeal the determination to the Zoning Board of Appeals. Applicant must complete the variance permit form and upon payment of the appeals fee, a hearing will be scheduled. Application must be presented to the Village Hall.

NOTE – filling this application implies that the property owner is giving permission for the Zoning Administrator to visit, walk on or around the property to investigate the application request when/if needed.

The Village of Nashville is an equal opportunity provider.

**VILLAGE OF NASHVILLE
TEMPORARY USE PERMITS**

Requires approval of Zoning Administrator

<input type="checkbox"/> Masonary (wall bearing)	1. No of stories		Parking spaces	
<input type="checkbox"/> Wood Frame	2. Total square feet of floor area			
<input type="checkbox"/> Structural Steel	all floors based on exterior		Enclosed	
<input type="checkbox"/> Reinforced Concrete	dimensions			
<input type="checkbox"/> Other - specify	3. Total Land are - sq ft		Outdoors	
Type of Sewage Disposal -	Type of Water Supply		Residential Building only	
<input type="checkbox"/> Public or private company	<input type="checkbox"/> Public or private company		No. of bedrooms	
<input type="checkbox"/> Private (septic tank, etc.)	<input type="checkbox"/> Private (well, cistern)		No. of bathrooms - full <input type="checkbox"/> partial <input type="checkbox"/>	

Site or Plot Plan

Lot Size: _____ Additional detailed drawings / diagrams may be required. It is recommended that all drawings be to scale and properly dimensioned. Improper drawings will be rejected.

Note - site plan must be drawn to scale and include property lines, current buildings, all new buildings/fences (including height of fences) and the exact distance between buildings and between buildings and property lines. Each square on this grid - 5 ft (which makes the graph 150 ft wide by 125 ft tall). Other drawings should be attached sufficient to show your planning. Two copies each are required.