

CITY OF FLOWERY BRANCH
TEMPORARY USE PERMIT APPLICATION

Applicant:

Property Owner:

Name (please print)

Name (please print)

Address

Address

City, State, Zip Code

City, State, Zip Code

Phone Number(s) Fax

Phone Number(s) Fax

Contact Person: _____ Phone: _____ Fax: _____

Cell Phone: _____ E-mail: _____

Present Zoning Classification(s): _____

Type of proposed Temporary Use(s):

As a minimum, the following items are required with submittal of this application.

- Payment of the application fee of \$25.00 (\$75.00 for Construction Field Office). Temporary signage requires additional fee of \$ 20.00 (Make checks payable to City of Flowery Branch).
- Three (3) copies of a site plan, drawn to scale, showing: Scale, date, north arrow, and general location map indicating relationship of the site to the proposed temporary use. Site plan must show exact area where use will occur, existing buildings, parking and loading areas and access points.
- Applicant's and/or Owner's Certification (Attachment A).
- Letter of intent explaining what is proposed. Letter of intent must identify the following: duration, hours of operation, placement of bathroom and other public facilities, parking, and security. The application shall address whether amplifying equipment will be used and if so Police Department review and approval shall be required. Letter of intent shall also identify any proposed signage related to the temporary use (Attachment B)

ATTACHMENT A

**City of Flowery Branch Community Development Department
Planning and Zoning Division**

AGENT AUTHORIZATION FORM

In the event an owner's agent is filing this application, both of the certifications below must be completed. If the owner is filing the application, only the Owner's Certification must be completed.

Ownership Certification

State of Georgia
County of Hall

I, the undersigned, do hereby certify that I am the owner of the property to be affected by the proposed application to the City of Flowery Branch dated _____, 200____, by virtue of a deed dated _____, _____, on file in the Office of the Clerk of Superior Court, Hall County, in Deed Book _____, Page _____.

Owner's Printed/Typed Name

Other Owner's Printed/Typed Name

Owner's Signature Date: _____

Other Owner's Signature Date: _____

Agent Authorization

I/We, the undersigned owner(s) of the property involved in this application, do hereby authorize _____ to act as Applicant in submitting and representing the above identified application in my/our behalf.

Owner's Signature

Other Owner's Signature

Planning and Zoning

Received by: _____ Date: _____

ATTACHMENT B

Special Temporary Event

A special temporary outdoor event is an activity accessory to a business or organization that is not part of its normal daily activities, such as a grand opening or closeout sale, or any temporary event conducted by a civic, philanthropic, educational or religious institution, such as a fund-raising or membership drive. A special temporary outdoor event may be authorized subject to permit approved by the Zoning Administrator and in compliance with the following:

- (a) **Duration.** The duration of the event shall not last longer than 30 consecutive days.
- (b) **Frequency.** Special temporary outdoor events shall not take place more frequently than two (2) times in any calendar year on the same premise. Any two such events on the same premise must be separated by at least 30 consecutive days.
- (c) **Parking.** Adequate parking and traffic maneuvering space must be located on the same property as the event.
- (d) **Application.** A special temporary outdoor event shall be considered and approved only on the basis of a site plan and letter of intent reflecting conformance to the above requirements. The application shall address hours of operation, placement of bathroom and other public facilities, parking, and security. The application shall also address whether amplifying equipment will be used and if so Police Department review and approval shall be required.

Special Event Signage

Temporary signs and advertising devices may be permitted on commercial properties subject to the issuance of a special event sign permit by the Zoning Administrator. Such temporary signs and advertising devices shall conform to the following:

- (a) Only one special event sign permit shall be issued on the same property in any calendar year.
- (b) No special event sign permit shall be valid for more than fifteen (15) days.
- (c) One banner shall be permitted per lot, which shall not exceed thirty-two (32) square feet in or fifteen (15) feet in height. Such banner may be temporarily placed or attached to a building wall, window, or ground sign, or it may be freestanding between two poles or stakes.
- (d) One gas or air-filled advertising device may be permitted per lot, not to exceed a height of fifteen (15) feet.
- (e) Pennants, streamers, and other wind-blown devices shall not be permitted as part of a special event sign permit.

ATTACHMENT C

Construction Field Office

A manufactured homes or other temporary buildings or structures shall not be occupied as a permanent office or for any other use in any district; provided, however that such manufactured homes or other temporary buildings or structures may be used for a temporary office on a site where a non-residential development is under construction, subject to the following:

- (a) Approval and Permit. Approval by the Zoning Administrator and issuance of a building permit. Said permit shall be temporary but renewable once after a period of six (6) months. Said permit shall only be issued if plans and permit(s) have been approved for one or more permanent buildings on the subject property.
- (b) Water and Sewer. Adequate water and sewage disposal for the structure(s) is approved by the Hall County Environmental Health Department.
- (c) Additional Installation Provisions. The Zoning Administrator is authorized to require additional installation standards to ensure compatibility of appearance and functional safety of the construction field office and the site on which it is located.
- (d) Removal Upon Occupancy. Said manufactured home(s) or temporary building or structure(s) shall be removed from the site no later than upon the occupancy of the appropriate permanent building(s) or structure(s) intended for such use.