

## PLANNING AND DEVELOPMENT

16 S 10<sup>th</sup> Street, Suite B140 Noblesville, IN 46060  
Ph. 317.776.6325 [planapplications@noblesville.in.us](mailto:planapplications@noblesville.in.us)

### PERMIT CHECK LIST TEMPORARY USE

- Completed application
- Site Plan with location and dimensions of property lines, buildings, setbacks, regulated drains, existing or proposed easements (public and private) and the location/layout of the proposed Temporary Use. The location of the parking area for the temporary use and portable toilets (if any) shall also be shown on the Site Plan.
- The use shall not be located on or block any ADA parking unless adequate ADA parking to replace those rendered unusable for the event is temporarily located elsewhere on the property.
  - The use shall not be located within any required setback, easement or fire lane. The use shall not interfere with pedestrian or vehicular access.
  - If the parking area for the temporary use is not located on the property in question, submit an additional Site Plan showing the entire property in question along with the entire property with the parking area for the proposed Temporary Use.
- Property Owner Consent Form if you do not own the property.
- Any other information needed to determine if the proposed temporary use meets the intent and requirements of the Unified Development Ordinance (UDO) and is appropriate for the location for which it is proposed.
- **Tent:** If the Temporary Use involved a tent 400 SF or greater, please include tent details (specifications, installation instructions and Certificate of Fire Resistance) and a layout of floor plan of what will be set up under the tent (tables, chairs, etc.)
- **Model Home:**
  - ◆ Site Plan showing two (2) off-street parking spaces. If the parking area is not located on the property in question, submit an additional Site Plan showing both the lot with the model home and the lot with the parking.
  - ◆ Building plans for the Model Home including the floor plan of sales office (if any).
- **Fireworks Sales:** Provide proof of compliance with the requirements of the Indiana Department of Homeland Security.
- **Trailers:** Provide the mobile unit seal of acceptance number issued by the Indiana Fire Prevention and Building Safety Commission.

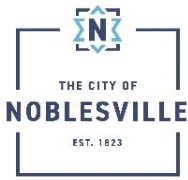
### FOR INFORMATION & QUESTIONS:

City of Noblesville, Department of  
Planning & Development  
16 South 10th Street, Suite B140  
Noblesville, IN 46060

Phone: (317) 776-6325

Email: [planapplications@noblesville.in.us](mailto:planapplications@noblesville.in.us)

Website: [www.cityofnoblesville.org/planning](http://www.cityofnoblesville.org/planning)



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## PERMIT APPLICATION TEMPORARY USE

Is this a Revision?       Yes  No      If yes, permit # \_\_\_\_\_

### LOCATION INFORMATION

Address/Location of temporary use: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot Number \_\_\_\_\_ Section \_\_\_\_\_

### TEMPORARY USE INFORMATION

Project Details, choose one:

Grand Opening Event: \_\_\_\_\_

Seasonal Outdoor Sales of: \_\_\_\_\_

Model Home. Will this replace an existing model home in the subdivision or development?  Yes  No

Temporary Structure or Yard for: construction office, materials, and equipment.

Other Temporary Use (Describe): \_\_\_\_\_

Description of Existing Use: \_\_\_\_\_

Beginning date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Will a tent be used in association with this temporary use?  Yes  No      Size: \_\_\_\_\_ Sq. Ft

Will a sign be used in association with this temporary use?  Yes  No

\* A separate sign application is required prior to installation or display.

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### OWNER INFORMATION Same as Applicant

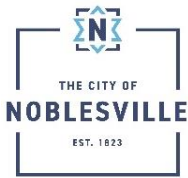
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*The undersigned requests a temporary use permit for the use specified above. Should this application be approved, it is understood that is shall only authorize that particular use described in this application and any conditions or safeguards required by the Board of Zoning Appeals.*

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



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### PROPERTY OWNER CONSENT FORM TEMPORARY USE

Property Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Description of Request: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

As owner of the above property, I acknowledge that I am aware of my tenant's intentions to seek an application for temporary use permit at the above property and hereby grant my consent for the event. It is my understanding that the tenant will obtain required permits prior to the event.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Name Printed

SUBSCRIBED AND SWORN to me, a Notary Public in and for said County and State, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary

My Commission Expires: \_\_\_\_\_ A resident of \_\_\_\_\_ County, Indiana