

TEMPORARY USE PERMIT APPLICATION (NON-EVENT)

Town of Apex, North Carolina



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Application #: _____ Submittal Date: _____
Fee Paid \$ _____ Check # _____

Hard Copy Submittal Requirements – Submit to Planning Department

- One (1) copy of completed application 11x17 site layout
 Temporary Use Permit Application fee \$100.00

Applicant Information

Business/Subdivision/Shopping Center: _____
Address: _____
Days of Operation: _____ Hours of Operation: _____
Applicant Name: _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____

#	Yes	No	Applicant Checklist Items
1			Please mark which of the following applies to your submittal. <input type="checkbox"/> Construction Trailer - Temporary storage of construction related materials <input type="checkbox"/> Construction Office Trailer (No public access; employees only) <input type="checkbox"/> Sales Office Trailer (if yes, please complete #2) <input type="checkbox"/> Sales Office, e.g. using townhouse, condo or single family unit (if yes, complete #2) <input type="checkbox"/> Other – describe briefly: _____
2.	<input type="checkbox"/>		Provide an 11x17 site layout showing the following <input type="checkbox"/> Structure Location (include labeled streets) <input type="checkbox"/> Parking spaces; a minimum of one van accessible parking space needs to be provided. <input type="checkbox"/> The space, access aisle, and route to the sales office is required to have a hard surface (i.e. pavers, boardwalk, concrete, asphalt). <input type="checkbox"/> Include a note for accessible bathrooms on-site. <input type="checkbox"/> Provide elevations showing entrance and exits for the sales office.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Does this project have a construction plan or administrative approval? If No, the application may be reviewed but a permit will not be issued until staff approval in writing has been obtained.

I/we hereby certify that the foregoing information is true and correct and that the buildings or land will not be used for any other purpose than indicated in this application.

Applicant Signature

Date

Print Name