

DOUGLAS COUNTY TEMPORARY USE PERMIT APPLICATION

Zoning & Codes Department
 2108 W 27th Street, Suite I, Lawrence, KS 66047
 785.331.1343 | Fax: 785-331-1347 | www.douglas-county.com/depts/zc/zc_home.aspx



For Office Use Only:
 ZTBU _____ - _____

REQUEST

Requested Temporary Use:

Description of Request:

Current Zoning District:

Length of Time Requested:

PROPERTY INFORMATION

Address (if known):

Size in Acres: Square Feet: Sec-Township-Range - - Quarter Sec

Parcel Identification Number:

Legal Description:

PROPERTY OWNER INFORMATION

Name: Contact:

Address: City State Zip Code

Phone Number: Fax Number: Email Address:

APPLICANT INFORMATION (If Different from owner)

Name: Contact:

Address: City State Zip Code

Phone Number: Email Address:

INSPECTIONS

By submitting this application, I am allowing Douglas County staff to conduct all site inspections they deem necessary.

VERIFICATION OF APPLICATION INFORMATION

I certify that the above statements are true. If any of the above statements is willfully false, I understand that I am subject to punishment and that any approvals or permits granted by Douglas County in reliance upon the truthfulness of the above statements may be revoked or rescinded.

Owner Authorization form must be submitted if agent is facilitating application process. See page 3 for form.

Owner/Agent Signature:

Date:

1. Explain the type of temporary use being proposed and why it is needed:	
2. What length of time will the temporary use be located on the property:	
3. Please note any other comments:	
4. List all structures to be erected in conjunction with the event (if applicable):	

OFFICE USE ONLY:			
Received Application (date) :		Prepared by:	
Received Payment: \$	Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Receipt Number:
Date of Notice mailed to Owners/Occupants of Properties:			
Date of Douglas County Board of Commissioner's Hearing:			
Douglas County Commissioner's Action:		Approved	Disapproved
Conditions:			
Chairman, Douglas County Commission:			Date:



DOUGLAS COUNTY ZONING & CODES DEPARTMENT

2108 W 27th Street, Suite I

Lawrence, Ks 66047

Phone: 785.331.1343 Fax: 785.331.1347

OWNER AUTHORIZATION

I/WE _____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, 20____, make the following statements to wit:

1. I/WE the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:
See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.
2. I/WE the Undersigned, have previously authorized and hereby authorize

(Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with Zoning and Codes department regarding _____ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership, then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the undersigned, have set my hand and seal below.

Owner

Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

The forgoing instrument was acknowledged before me on this _____ day of _____
20____, by _____ (Print Owner(s) name).

My Commission Expires: _____

Notary Public

Seal

TEMPORARY BUSINESS USE – SITE PLAN REQUIREMENTS

Ten (10) copies of site plan submitted to the Douglas County Zoning Office. The site plan shall show the number of persons anticipated to attend, the location of the event, and detailed information concerning the applicant's plans and procedures for the following:

1. Controlling traffic, parking and road conditions during the event, including provisions for off-road parking;
2. Addressing health and sanitation concerns at the site, including toilet and drinking water facilities and supplies adequate to meet the anticipated crowd plus a reasonable allowance for additional persons., including certification by Lawrence-Douglas County Health Department that all sanitation and health concerns have been adequately addressed in the applicant's plans;
3. Providing adequate illumination at the site if the event is to be held at night;
4. Providing security at the site, including the hiring of private security guards;
5. Providing adequate fire safety precaution at the site, including consultation with the township fire department and approval prior to the activity;
6. Evidence that the applicant has secured or can secure adequate general liability and property insurance coverage for the event;
7. If applicable, the serving of alcoholic beverages, including cereal malt beverage.