

## Temporary Use Permit Application

**Property Address or Legal Description:** \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Temporary Use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Parking Spaces for Business: \_\_\_\_\_

Number of Parking Spaces use for Temporary Use: \_\_\_\_\_

Time Period of Temporary Use: \_\_\_\_\_

Will there be a sign for the Temporary Use?  Yes  No

If Yes, please give the type of sign, material, proposed location, and mounting of sign: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

All information on the Temporary Use Permit Checklist (see reverse) must be supplied in full at the time of submittal. If information is not submitted in full, the plan review process will cease and all information will be given back to the applicant.

Application shall be made at least twenty (20) days prior to the request date for commencement of the Temporary Use. The Building Official shall make a determination whether to approve, approve with conditions, or deny the use within ten (10) days after the date of the application.

*I hereby certify that the work covered by this application is authorized by the owner in fact and that I am authorized to make this application. I further certify that the information shown above is true and correct, and I agree to comply with all of the applicable city codes and ordinances, and laws of the state of Texas.*

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

## **Temporary Use Permit Application Requirements:**

The following is a checklist of items that must be included with a temporary use application. Please review the City of Marble Falls Temporary Use Regulations.

### **General Requirements:**

- A legal site plan that show property lines, parking spaces, location of temporary use structure
- Type of temporary use structure, size, material used to support temporary use structure
- Letter from owner of property authorizing temporary use
- Completed temporary use permit application