



**CITY OF SANFORD/TOWN OF BROADWAY/LEE COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
900 Woodland Avenue, Sanford, NC 27330
Phone: (919) 718-4656 Fax: (919) 718-4637**

- TEMPORARY USE REGISTRATION**
 - TEMPORARY BANNER REGISTRATION**
 - TEMPORARY SIGN PERMIT APPLICATION**
- (Check applicable use above)**

Date of Application: _____

Applicant(s) Name: _____ Telephone # _____

Applicant(s) Address: _____

Location of Temporary Use, Sign or Banner: _____

Purpose of Temporary Use, Sign or Banner: _____

Date(s) of Temporary Use, Sign or Banner: _____

Temporary Use

1. Hours of operation: _____
2. Type of facility to be used for Temporary Use (tent, canopy, booth, construction trailer, etc.):
_____,(For *tents and *canopies, please attach a copy of a Fire Retardant Certification)
3. List all noise mechanisms to be used in conjunction with the Temporary Use (outdoor speakers, audio, amplifiers, etc.): _____
4. Means of clean-up after the event: _____
5. Means of trash collection and disposal: _____
6. Location/access to bathroom facilities: _____

Temporary Signs or Temporary Banners

1. Date(s) Temporary Sign or Banners to be displayed _____
2. Date Temporary Sign or Banner to be erected _____; Date to be removed _____
3. Surface area of Temporary Sign or Banner: _____ (Square Feet)

A site plan is required at time of application submittal. The plan must show parking areas, and location of tents. For temporary signs or banners, a drawing depicting the size shall be submitted.

Temporary Banners shall be erected in compliance with Chapter 11, Article 11.10 of the Unified Development Ordinance.

The site occupied by the temporary use shall be left free of debris, litter, or any other evidence of the temporary use upon completion or removal of the use.

*NOTE: A \$50.00 permit fee is required for Tents and Canopies. No charge for Temporary Signs and Banners.

I hereby certify that the information contained in this application and on any accompanying documents is true and correct.

Signature of Applicant: _____ Date: _____

FOR PLANNING & ZONING OFFICE USE ONLY

Zoning District: _____ Parcel Number: _____

City of Sanford Limits Historic District Town of Broadway County of Lee

Reviewed by: _____ Date Reviewed: _____ Compliance: YES / NO

General Comments: _____
