

NO FEE for Standard Registration

\$60 FEE for Tents & Canopies \*

ZONE - \_\_\_\_\_

TP - \_\_\_\_\_

City of Sanford Corporate Limits     City of Sanford ETJ     Town of Broadway     Lee County

**SANFORD/ LEE COUNTY PLANNING & DEVELOPMENT DEPARTMENT**

115 Chatham Street, 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)

*This registration pertains to planning & zoning only. It is the responsibility of the applicant to verify that the proposed use is in compliance with all other applicable governmental agencies, including, but not limited to, the Sanford/Lee County Building Inspections Department (919-718-4654), the Fire Department (Sanford Fire Marshal's Office 919-777-1300 or Lee County Fire Marshal's Office 919-718-4670, whichever jurisdiction is applicable), the Police Department of the appropriate jurisdiction, and the Lee County Environmental Health Department (919-718-4641). It is also the responsibility of the applicant to verify if an itinerant merchant's license is required and to secure the license if it is needed prior to commencing the temporary use (City of Sanford Billing Department 919-775-8222). Please note that a zoning approval is required prior to issuance of an itinerant merchant's license.*

Date of application: \_\_\_\_\_

Name of business associated with this use: \_\_\_\_\_

Applicant(s) name: \_\_\_\_\_

Telephone # (s) \_\_\_\_\_

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 only if the tent is over 200sf or the canopy is over 400sf.)
3. List all noise mechanisms to be used in conjunction with the temporary use (outdoor speakers, audio, amplifiers, etc.): \_\_\_\_\_

*Please note that use of noise mechanisms within the corporate limits of the City of Sanford requires a Sanford Police Department Permit to be issued & a copy of the permit to be provided to planning staff prior to a Temporary Use Permit being approved by planning staff. Please allow ten working days for the Sanford Police Dept to process this request.*

4. Means of clean-up after the event: \_\_\_\_\_
5. Means of trash collection and disposal: \_\_\_\_\_
6. Location/access to bathroom facilities: \_\_\_\_\_

**7. 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 Article 11, Section 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.

\*A building permit of \$60.00 is required for all tents 200 square feet or larger and for canopies 400 square feet or larger. This is not applicable for temporary banners.

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

\_\_\_\_\_  
**Signature of Applicant (Print & Sign)**

\_\_\_\_\_  
**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: \_\_\_\_\_