

APPLICATION FOR TEMPORARY USE PERMIT



Planning and Development Department
125 E. Avenue B, Hutchinson, KS 67501
(620) 694-2639 Fax: (620) 694-2673

Case Number: _____ Date Received: _____ Application Fee: \$25.00

APPLICANT INFORMATION Contact Person(s) _____
Business Name _____
Mailing Address _____
Phone _____ E-Mail _____

TYPE OF TEMPORARY USE (Check One)

<input type="checkbox"/> Retail Sales	<input type="checkbox"/> Sale of Farm and Garden Produce or Christmas Trees
<input type="checkbox"/> Garden Center	<input type="checkbox"/> Food and Beverage Sales
<input type="checkbox"/> Tent Shelter	<input type="checkbox"/> Other (Describe) _____

LOCATION OF TEMPORARY USE Address _____
Name of business on this property _____
Owner/Manager _____ Phone _____

DETAILED INFORMATION Describe the type of use and the activities to take place. _____

Dates of Operation _____
Hours of Operation _____
Will utilities be used (water, sewer, gas, electricity)? Yes. No. If "Yes," please explain.

REQUIRED PERMIT INFORMATION The following must be included as part of the application:

- Letter of approval or contract from the property owner or authorized representative.
- Copy of Kansas Department of Revenue Sales Tax Registration Certificate or Tax Exempt ID.
- Proof of liability insurance coverage.
- Payment of Temporary Use Permit fee to the "City of Hutchinson" (\$25.00).
- If serving prepared food, contact the Kansas Department of Agriculture, Division of Food Safety, at 785-296-7430, to schedule a food establishment inspection.

I hereby state that the above information is correct, and I agree to comply with all applicable city codes.

APPLICANT'S SIGNATURE _____ Date _____

Permit Approved By: _____ Date Approved _____



Temporary Use Site Plan

The following site plan must be drawn to scale in a legible manner. In the space below, draw the layout of the proposed temporary use. The following must be included on the site plan: location of all proposed uses and structures; location of existing and proposed signs; distances from any temporary structure to property lines and other structures; adjacent streets; all yard improvements; parking areas showing spaces and drive isles; entrances; barriers between temporary use and drive isles; pedestrian walkways; and, any other details as requested by city staff that may be necessary to evaluate the request. Describe all materials used for temporary structures in the space provided below. Attach additional pages as necessary.

North

West

East

South

Total number of parking spaces currently on the property: _____

Will any parking spaces be blocked or made unusable? Yes. No. If "Yes," how many spaces? ____

Description of materials, stands, tents, and structures to be used:
