



Temporary Use Permit

Applicant Name: _____
Company Name: _____
Address: _____ City: _____
State _____ Zip Code: _____ Phone: _____
Owner of Property: _____
Location: _____ City: _____
State: _____ Zip Code: _____ Phone: _____
Type of business: _____
Location of Temp use on property: _____
(i.e.: parking lot, kiosk in front of building, side yard, etc)
Type of Use: _____
(i.e.: Christmas Tree Sale, food distribution, farmer's market, office, carnival, circus, etc)
Operation begin date: _____ Operation end date: _____
Hours: Open _____ am/pm Close: _____ am/pm

Requirements, Terms & Conditions. Please initial each line. By initialing you hereby agree to these terms.

___ The Town of Monument requires compliance with all rules and regulations stipulated in the Town Municipal Code. Any violation of these codes will result in the denial of this permit. The Town has the right to terminate this agreement at any time with just cause.

___ This permit is null and void at 12:00 noon on the day of expiration. Noncompliance with this may result in legal action.

___ A signature or letter of approval from the owner of the property must be obtained prior to approval of this permit.

___ A non negotiable, non-refundable annual fee of \$45.00 must be submitted.

___ A Site plan must be provided with this application per 17.44 and 17.45 of the Zoning regulations. Items to be included on said site plan include: 1. Location of any temporary structure or trailers with setbacks dimensioned to property lines. 2. All distances from any dwellings and streets on the property. 3. Parking location for customers and employees. 4. Location of any items to be sold. 5. Port-a-Potty location if applicable. 6. Fire Barrel if applicable. (A fire extinguisher will be required to be on site at all times). 7. Location and type of any fencing.

___ A map to the property from the nearest intersection must also submitted.

___ A deposit, bond, or letter of credit of \$1,000.00 must be provided for surety.

I, _____, agree with all requirements, terms & conditions listed. I also agree to not place my business within a handicapped reserved parking area.

Signature of Applicant

Date

Signature of Owner

Date

Staff approval: _____

Date: _____

Conditions: _____

Payment: **\$45 application fee plus \$1,000 surety**