

IMPORTANT

Any false or misleading information shall be grounds for denying this application.

Signature of Applicant: _____ Date: _____

AFFIDAVIT

I, _____, hereby declare that I am the owner (having fee title) of the property involved in this petition and that the statements herein contained, and the information herewith submitted, are in all respects true and correct to the best of my knowledge.

Signature of Property Owner: _____ Date: _____

INSTRUCTIONS FOR APPLICATION SUBMITTAL:

It is essential that **all** of the following materials be submitted at the time the application is submitted so that we may process your application:

- 1) **Completed Application** (signed by the applicant and the property owner, if different)
- 2) **Applicable Fees:** *Temporary Use Permit - \$190.00*
- 3) **Letter of Intent:** A written narrative that describes the nature and the duration of the event.
- 4) **Detailed Plot Plan:** The applicant must submit (3) three sets of plans that shows the location of the proposed event area, including all proposed equipment, display areas, temporary tents, parking layout, etc.

The plot plan must be drawn to scale and fully dimensioned to include the following information: Scale of plot plan (**Minimum 1/8" = 1'-0" or 1" = 10'-0"**), north arrow, dimensions of site, square footage of site, square footage of structure(s), setbacks, parking, trash storage, signage, landscaped areas, loading and storage areas, etc.;
- 5) **Any other requirements deemed necessary by staff.**

NOTE:

The accuracy of all information, maps and lists submitted shall be the responsibility of the applicant. False or misleading information shall be grounds for denial of an application. Incomplete applications **WILL NOT** be accepted. Please go over this checklist carefully before submitting your application to the Community Development Department. Submittal deadlines are scheduled to ensure compliance with public notification requirements, and no extensions can be granted