

Temporary Structure/Building/Use Application Checklist

- Completed Development Permit Application (front & back)
- Letter of Authorization (permission to act on behalf of the registered property owner)
- Description of temporary use/structure, including duration of event (maximum of 30 days)
- Site Plan – please show the following:
 - All Property Lines
 - All existing structures (House, shed, fence, etc.)
 - Setbacks (Distance, in feet, from all property lines to proposed structure – minimum 3’ to property line)
 - Any known easements related to your property
- Image of style of building/structure
- Permit Fee - \$100.00