

CITY OF COLUMBUS

APPLICATION FOR TEMPORARY COMMERCIAL USE PERMIT

FEE: Group 1 = \$50.00 Group 2 = \$100.00 Group 3 = \$130.00 Group 4 = \$250.00

Name of Applicant:		Phone:	
Address of Applicant:			
Property Owner:		Phone:	
Address of Property Owner:			
Address of Property:			
Legal Description of Property			
Present Zoning:			
Type of Temporary Commercial Use: Group 1 Group 2 Group 3 Group 4			
Description:			
Structure:	Yes	No	Type: Size:
Sign:	Yes	No	Size:
Signature of Property Owner:			Date:
Signature of Applicant:			Date:
FOR OFFICE USE ONLY			
Approved		Denied	By:
Date Issued:		Date of Expiration:	
Additional Information/Notes/Comments/Conditions of Approval/Etc:			

- **17.08.10 – Definition of “Temporary commercial use”**

“Temporary commercial use” means temporary use of property for selling products, services or other activities for profit by a person(s) other than the property owner. Temporary means as specified in the temporary use permit.

- **17.96.070 – Temporary uses.**

The temporary special use of public property shall conform to the provisions of Chapter 17.72, Public Lands and Institutions, and requires a temporary special use permit from the city. Temporary special uses for community or non-profit events are permitted uses in public zones with a special use permit obtained from the city.

Temporary commercial uses specifically listed are allowable in AO, HC, CBD and LI zoning districts. Temporary commercial uses listed as permitted conditional uses shall comply with the provisions of Chapter 17.84, Conditional Uses.

Temporary Commercial Uses and Requirements.

Each Permit is only good for one location and property owner permission must be in writing on the permit application.

A. Group 1 Temporary Uses: Consists of temporary uses of the property continuing for less than seventy-two (72) hours. 1. Clear sight vision for ingress and egress shall be provided. 2. All approaches and access must be approved by the public works department. 3. A temporary sign not exceeding twenty-four (24) square feet and eight feet in height shall be allowable but may not remain in place once the temporary use permit has expired. At no time shall any portion of the temporary commercial use operation or any sign extend into the public right-of-way, this includes signs, banners, flags and awnings. 4. Dependent on the proposed commercial activity the zoning officer may determine that a traffic circulation and parking plan is needed to accompany the application for temporary use prior to the permit being issued. 5. Applications are approved by the zoning officer and the zoning officer may have conditions associated with the permit to ensure public health, safety and welfare.

B. Group 2 Temporary Uses: Consists of temporary uses of the property continuing for more than seventy-two (72) hours but less than thirty (30) days. 1. Clear sight vision for ingress and egress shall be provided. 2. All approaches and access must be approved by the public works department. 3. A temporary sign not exceeding twenty-four (24) square feet and eight feet in height shall be allowable but may not remain in place once the temporary use permit has expired. At no time shall any portion of the temporary commercial use operation or any sign extend into the public right-of-way, this includes signs, banners, flags and awnings. 4. Dependent on the proposed commercial activity the zoning officer may determine that a traffic circulation and parking plan is needed to accompany the application for temporary use prior to the permit being issued. 5.

Applications are approved by the zoning officer and the zoning officer may have conditions associated with the permit to ensure public health, safety and welfare.

C. Group 3 Temporary Uses: Consists of temporary uses of property continuing for more than thirty (30) days but less than ninety (90). 1. Clear sight vision for ingress and egress shall be provided. 2. All approaches and access must be approved by the public works department. 3. A temporary sign not exceeding twenty-four (24) square feet and eight feet in height shall be allowable but may not remain in place once the temporary use permit has expired. At no time shall any portion of the temporary commercial use operation or any sign extend into the public right-of-way, this includes signs, banners, flags and awnings. 4. Dependent on the proposed commercial activity the zoning officer may determine that a traffic circulation and parking plan is needed to accompany the application for temporary use prior to the permit being issued. 5. Applications are approved by the zoning officer and the zoning officer may have conditions associated with the permit to ensure public health, safety and welfare.

D. Group 4 Temporary Uses: Consists of commercial uses that exceed ninety (90) days and that generally operate seasonally and annually and are mobile. 1. Clear sight vision for ingress and egress to the property shall be provided. 2. The proposed commercial activity shall require that a traffic circulation and parking plan accompany the temporary use application prior to the permit being issued. 3. A temporary sign not exceeding twenty-four (24) square feet and eight feet in height shall be allowable but may not remain in place once the temporary use permit has expired. At no time shall any portion of the temporary commercial use operation or any sign extend into the public right-of-way, this includes signs, banners, flags and awnings. 4. Applications are approved by the zoning officer and the zoning officer may have conditions associated with the permit to ensure public health, safety and welfare.

- **17.116.070 - Schedule of fees, charges and expenses.**

The city council shall establish a schedule of fees, charges and expenses and a collection procedure for zoning permits, appeals and other matters pertaining to this title. The schedule of fees listed below shall be posted in the office of the zoning officer and may be altered or amended only by the city council.

No permit, zone change, conditional use or variance shall be issued unless or until such costs, charges, fees or expenses have been paid in full, nor shall any action be taken on proceedings before the zoning commission, city council or the board of adjustment unless or until charges and fees have been paid in full.

Minimum fees have been established. These fees may be revised by the city council to reflect current cost of implementation.

Decks, porches, entrance landings, etc.

\$50.00

Accessory use permit/additions	\$100.00
Principal use permit	\$150.00
Sign permit	\$165.00
After the Fact Permit	Double the permit fee
Temporary commercial use	
Group 1 (less than 72 hours)	\$50.00
Group 2 (72 hours not to exceed 30 days)	\$100.00
Group 3 (30 – 90 days)	\$130.00
Group 4 (90+ days not to exceed 1 year)	\$250.00
Conditional use	\$175.00
Variance request	\$250.00
Zoning changes/amendments	\$350.00
