

**City of Wylie
Temporary Use Permit Application**



Date: _____

Please indicate the Temporary Use that you are requesting. The intended use shall be in accordance with the City of Wylie Zoning Ordinance. This permit is valid for 90 days or less as specified in the City of Wylie Zoning Ordinance from the date the permit is issued.

Christmas Tree Stand Snow Cone Stand Pet Vaccination

Seasonal Sales Stand Occasional Sale Fundraiser

Other

Location/Address: _____ Current Zoning: _____

Duration of Use (dates): From: _____ To: _____ Hours of Operation: _____

Applicant's Name: _____

Address: _____ Phone: _____

Property Owner: _____

Address: _____ Phone: _____

Number/Type of Buildings, Vehicles, Trailers, etc. to be used: _____

Type and Amount of Surety Bonding: _____

Application Fee (if applicable): _____

Signature of Applicant: _____

Signature of Property Owner Approving Use or Event: _____

The Temporary Use Permit is good for 90 days from the date issued.

Temporary Uses shall comply with the following requirements. An application for Temporary Use Permit shall be submitted to the Building Official at least 10 working days before the requested start date. All persons selling food must first obtain a health permit from the Collin County Health Department before a Temporary Use Permit will be issued.

Review Criteria:

1. **Land Use Compatibility.** The temporary use must be compatible with the purpose and intent of this ordinance. The temporary use shall not impair the normal, safe and effective operation of a permanent use on the same site. The temporary use shall not endanger or be detrimental to the public health, safety or welfare, or injurious to property or improvements in the immediate vicinity of the temporary use, given the type of activity, its location on the site, and its relationship to parking and access points.
2. **Site Plan.** A site plan showing the location of where the use will take place. This shall include but not be limited to parking, fire lanes, restrooms and trash receptors. **Placement of any Temporary Use in a Fire Lane is prohibited.**
3. **Compliance with Other Regulations.** The temporary use shall conform in all respects to all other applicable City regulations and standards.
4. **Restoration of Site.** Upon cessation of the event or use, the site shall be returned to its previous condition, including the removal of all trash, debris, signage, attention attracting devices or other evidence of the special event or use. The applicant shall be responsible for ensuring the restoration of the site.
5. **Hours of Operation and Duration.** The hours of operation and duration of the temporary use shall be consistent with the intent of the event or use and compatible with the surrounding land uses and shall be established by the Director at the time of approval of the temporary use permit.
6. **Traffic Circulation.** The temporary use shall not cause undue traffic congestion or street closures given anticipated attendance. The capacity of adjacent streets, intersections and traffic controls shall not be affected.
7. **Off-street Parking.** Adequate off-street parking shall be provided for the temporary use, and it shall not create a parking shortage for any of the other existing uses on the site(s).
8. **Public Conveniences and Litter Control.** Adequate onsite restroom facilities and litter control may be required. The applicant shall provide a written guarantee that all litter generated by the event or use shall be removed at no expense to the City.
9. **Appearance and Nuisances.** The temporary use shall be compatible in intensity, appearance and operation with surrounding land uses in the area, and it shall not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, dust, smoke, glare, spillover lighting, or other forms of environmental or visual pollution.
10. **Signs.** The Director shall review all signage, although a sign permit is not required. The Director may approve the temporary use of attention attracting devices.

Describe how the Temporary Use will comply with the review criteria listed above: (attach drawings or other supporting documents)

Additional Conditions:

The Director may establish additional conditions to ensure land use compatibility and to minimize potential adverse impacts on nearby uses, including, but not limited to, time and frequency of operation, temporary arrangements for parking and traffic circulation, requirements for screening or buffering, and guarantees for site restoration and cleanup following the temporary use. This Permit does not authorize the use of City Parks, Rights-of-Way or other public property for special use without prior approval of the City of Wylie and the Park Board.

Appeals:

A denial of a temporary use permit may be appealed to the Commission within 10 days of the Director’s action. The appeal shall be made in writing to the Director.

PLANNING: _____ DATE OF APPROVAL: _____ Inspection Required Yes No

FIRE MARSHAL: _____ DATE OF APPROVAL: _____ Inspection Required Yes No

HEALTH: _____ DATE OF APPROVAL: _____ Inspection Required Yes No

BUILDING: _____ DATE OF APPROVAL: _____ Inspection Required Yes No

Contact the following Departments if an inspection is required prior to the start of your temporary use.

- Planning and Zoning- (972)-516-6320
- Fire Marshal’s Office- (972) 442-8110
- Collin County Health- (972) 548-5585
- Building Inspections- (972) 516-6420