



TOWN OF NASHVILLE
PLANNING DEPARTMENT
499 S. Barnes Street, Nashville, NC 27856
252.459.4511 Phone / 252.459.8926 Fax
www.townofnashville.com

TEMPORARY USE APPLICATION

FOR ADMINISTRATION ONLY

Date Submitted	Date Approved	Certificate Number	Fee Paid

APPLICANT / OWNER INFORMATION

Applicant _____

Mailing Address _____

Email Address _____ Phone _____

Property Owner (if different from applicant) _____

Owner Address _____

PROPOSED TEMPORARY USE

Description of Proposed Use _____

Date(s): _____ Hours of Operation: _____

SITE INFORMATION

Property Address _____ Zoning _____

ParID: _____ PIN: _____ Acreage of Property _____

Front Setback _____ Side Setback _____ Street Side Setback _____ Rear Setback _____

#On-Site Parking Spaces _____ Estimated # of Customers/Participants _____

Explain any traffic control measures: _____

APPLICATION AFFIDAVIT

Please attach a copy of a site plan showing distances from property lines and relationship to street(s).

****Fees are due prior to issuance of permit****

COMMENTS _____

I certify that I, the applicant for this proposed Temporary Use Permit, is acting with the property owner's written permission through the signed areas below.

Printed Name of Applicant

Signature of Applicant

I certify that I am the record owner or authorized agent and that the information filed is true and correct to the best of my knowledge.

Printed Name of Property Owner

Signature of Property Owner



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TEMPORARY USE APPLICATION PROCEDURE

- **STEP 1: APPLICATION & FEE**
 - Application is available online and at Town Hall.
 - The Temporary Use application fee is \$40 and is due prior to issuance of permit.
- **STEP 2: APPLICATION & SITE PLAN SUBMITTAL**
 - Application must be completed and submitted with a site plan showing distances from property lines and relationship to street(s).
 - Application and site plan can be submitted in-person and emailed to permits@townofnashvillenc.gov.
 - Incomplete applications **WILL NOT** be processed.
- **STEP 3: PLANNING STAFF REVIEW**
 - Planning Staff will review temporary use application and site plan.
 - The temporary use shall be subject to such limitations as Planning staff may impose to protect the character of the district affected.
 - The temporary use **SHALL NOT**:
 - Encroach upon any drainage easement, fire lane, or a maneuvering aisle.
 - Interfere with pedestrian or vehicular access or parking.
 - Create a visibility obstruction to moving vehicles within a parking lot.
- **STEP 4: APPROVAL AND PAYMENT**
 - Once the temporary use application is approved, the applicant is responsible for making the \$40 payment.
 - The Temporary Use Certificate is signed by Planning staff and distributed to the applicant.
 - Planning Staff will forward the approved Temporary Use Certificate via email to the Town Manager, Police Chief, and Fire Chief.