



## Highland City Temporary Use Permit Application

5400 West Civic Center Drive, Suite 1, Highland, Utah 84003  
Office Hours: Monday - Thursday, 7:30 a.m. - 6:00 p.m., Closed Friday  
Office (801) 772-4523 or Fax (801) 756-6903

### OFFICE USE ONLY

Application Date: \_\_\_\_\_ Application Fee: \$25.00 Receipt #: \_\_\_\_\_ License #: \_\_\_\_\_

**NOTE: TEMPORARY USE PERMITS ARE VALID ONLY FOR THE SPECIFIED TIME AND LOCATION LISTED ON THE PERMIT. PRINT CLEARLY OR TYPE AN ANSWER TO EVERY QUESTION. IF ANY REQUIRED INFORMATION IS NOT PROVIDED AT THE TIME OF APPLICATION, THE APPLICATION WILL BE HELD FOR ONLY A PERIOD OF 90 DAYS, AFTER WHICH TIME A NEW APPLICATION MUST BE SUBMITTED. \*Temporary Uses are required to obtain a Highland City Business License or renew an existing business license prior to issuance.**

Registered Business Name: \_\_\_\_\_

Registered DBA (if applicable): \_\_\_\_\_

Property Address for Temporary Use: \_\_\_\_\_ **HIGHLAND UT 84003**

Business Telephone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Business Website: \_\_\_\_\_

Business Entity Number: \_\_\_\_\_ -- \_\_\_\_\_ \*Number provided by Utah Department of Commerce

Special Event Sales Tax Number: \_\_\_\_\_ \*Number provided by Utah Tax Commission

Business Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

Manager's Telephone: \_\_\_\_\_ Manager's Email: \_\_\_\_\_

Type of Sales: \_\_\_\_\_

Period of Sales (must not exceed 6 months): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

*Temporary Uses shall be conducted only Monday - Saturday between 7:00 am - 11:00 pm*

Type of Structure: \_\_\_\_\_

Type of Signage: \_\_\_\_\_

*Permanent signage requires a separate permit through the building department.*

*Temporary signage requires Planning Department approval.*

Type of Lighting if temporary lighting if proposed: \_\_\_\_\_

Estimated # of vehicles per day: \_\_\_\_\_

Describe traffic impact on location: \_\_\_\_\_

### Application must include the following:

- Signed lease agreement from legal property owner
- Site Plan showing location of structure, parking, ingress, egress, and traffic flow
- Utah County Health Department Permit (food establishments only)

**Highland City Municipal Code 5.04.200 & Highland City Development Code 3-623 Temporary Uses** brief key points:

- Operate only in the approved zone, which is so designated as to be consistent with temporary uses and not to be detrimental to surrounding properties.
- Temporary uses will obtain or keep in good standing a Highland City Business License.
- Temporary uses shall only be permitted in the C-1, CR, and Town Center Overlay zoning districts.
- Observe permitted temporary uses approved by Highland City.
- The use and/or structure including signage does not interfere with pedestrian access ways, fire lanes, driveways, landscaped areas, or traffic visibility at driveways or street intersections.
- Parking on the property is adequate to serve any existing permanent use and temporary use.
- Temporary use shall only be conducted between the hours of 7:00 a.m. and 11:00 p.m.
- Temporary use permits are by nature temporary. In no event shall a temporary use permit be granted for longer than six (6) months. Upon expiration of the time limit set forth at the time of approval, any continuation of the use shall require the submittal and approval of a new application.
- Upon cessation or expiration of the permit, whichever occurs first, the premises will be promptly cleaned and restored to substantially the same condition existing prior to commencement of such use.

**By signing below, I affirm under penalty of perjury that:**

- I agree to comply with all Highland City ordinances as set forth in the development code regulating temporary permitted uses.
- I understand that it is solely my responsibility to comply with all federal or state regulatory requirements that are applicable to my type of business activity and affirm that I have received approval or am in process of receiving approval from any such entity.
- I understand that Highland City may reach out to such entities to confirm approval or application and that denial from said entity may impact my ability to operate in Highland City.
- I understand all Highland City temporary use applications are evaluated before being permitted by zoning and may be reviewed by business licensing, police, fire, and health as part of this process.
- At least 5 but no later than 8 working days are required for an investigation period. This period may be extended if necessary to complete the investigation.
- I further understand that if the temporary use application is disapproved for any reason, the entire application fee may not be refunded, as the fee may be used to partially defray investigation and administration costs.
- A temporary use permit will only be issued upon completion and satisfaction of all application requirements, investigation process and approval of the City Administrator. The privilege of being granted a temporary use permit to operate in Highland is granted only by the City Administrator through the authority of the Mayor and City Council.
- Approval of a temporary use permit is based on the applicant's continual compliance to all Highland City, Utah State, and Federal codes, laws, and regulations governing such businesses and may be revoked if applicant is found in violation.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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**OFFICE USE ONLY**

Business Licensing Official Approval/Verification: \_\_\_\_\_ Date: \_\_\_\_\_

State/Federal Department Licenses/Permits applicable to business: \_\_\_\_\_

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

Fire Chief/Marshall: \_\_\_\_\_ N/A  Fire Inspection Report Attached  Date: \_\_\_\_\_

City Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_