

**APPLICATION FEE AND
SUPPORTING
MATERIALS MUST BE
TURNED IN TOGETHER**



TEMPORARY USE PERMIT APPLICATION

Date submitted by applicant: _____ File number: _____

Fee: \$500

Name of applicant (this should be the primary contact person for this project):

(Print name) (Sign)

Applicant's phone number: _____ Cell number: _____

Applicant's email: _____

Mailing address: _____
(Please print legibly)

Name of property owner (Multiple owners must sign, there is space on the second page):

(Print name) (Sign)

Date signed: _____

Owner's phone number: _____ Cell number: _____

Owner's email: _____

Mailing address: _____
(Please print legibly)

Legal Description:

SECTION: _____ TOWNSHIP: _____ RANGE: _____

Township: _____ Total acreage of property: _____ Current zoning: _____

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Brief Description of Temporary Project/Event:

Proposed Timeline and Hours of Operation:

Additional Owners if any:

I HEREBY CERTIFY UNDER PENALTY OF PERJURY AND THE LAWS OF THE STATE OF NORTH DAKOTA THAT THE INFORMATION SUBMITTED HEREIN, ON ALL OTHER FORMS, DOCUMENTS, PLANS OR ANY OTHER INFORMATION SUBMITTED AS A PART OF THIS APPLICATION ARE TRUE, COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. SHOULD ANY INFORMATION OR REPRESENTATION SUBMITTED IN CONNECTION WITH THIS APPLICATION BE INCORRECT OR UNTRUE, I UNDERSTAND ANY APPROVAL BASED THEREON MAY BE RESCINDED AND OTHER ENFORCEMENT ACTION MAY BE TAKEN.

Print Name: _____ Phone number: _____

Sign: _____ Date: _____

Print Name: _____ Phone number: _____

Sign: _____ Date: _____

Print Name: _____ Phone number: _____

Sign: _____ Date: _____

All applications must be submitted in person or by mail. Applications will be turned down or returned if all supporting materials are not submitted together. Additional information as requested by the Planning Director may be sent by mail or e-mail. No application will be processed, reviewed or scheduled for a public hearing if it is incomplete.

If the applicant is a corporation, LLC, an attorney, realtor or someone other than the owner, the name of the application shall remain consistent throughout the supporting materials submitted. Please contact the Planning Department by phone or e-mail with any questions.

Please provide at a minimum the following information:

- ❖ Location map,
- ❖ Site map,
- ❖ Copies of state permits if applicable,
- ❖ Written comment from township board regarding project,
- ❖ Any information necessary to help us better understand your project,
- ❖ Proof of ownership. When the applicant is a representative of the property owner, a notarized statement authorizing the representative to act as an agent of the property owner,
- ❖ Written plan verifying that sanitation facilities and emergency medical care and transportation will be available. Contact information for the entities that will be providing these services shall be made available in writing.