



COMMUNITY PLANNING & DEVELOPMENT
CITY HALL ANNEX
520 MAIN STREET
BELTON, MISSOURI 64012

TELEPHONE * (816) 331-4331
FAX * (816) 331-6973
WEBSITE * www.belton.org

APPLICATION FOR TEMPORARY USE PERMIT (TUP)

Please complete all sections of this form and submit the following information to the Planning Department. Information about how to get a permit and Permit Standards are on the last page of this application. All information must be received before the application can be processed.

ALL MAPS MUST BE FOLDED BY APPLICANT TO A MAXIMUM 8½ "x 11" SIZE

TEMPORARY USE PERMIT CHECKLIST

- _____ The completed Application.
- _____ 1 copy of the Owner's Letter of Authorization.
- _____ 1 copy of the current Health Dept. permit (if applicable).
- _____ 1 copy of Fire Dept. permit.
- _____ 1 copy of site plan of the existing development, if applicable, with the location of the event clearly indicated.
- _____ 1 copy of a vicinity map at a scale clearly indicating the subject parcel and showing the existing major street patterns, adjoining projects or businesses, railroads or other significant landmarks on 8½" x 11" paper. **Required only if event is not on an existing developed lot.**
- _____ 1 copy of the event Site Plan drawn to scale (**see following checklist**).

EVENT SITE PLAN CHECKLIST

- _____ Applicant's name, address, and phone number.
- _____ Address of the event (if applicable) or Assessor's parcel number.
- _____ Name of the development (if applicable).
- _____ Type of event/project.
- _____ Days/dates the event will be on site.
- _____ Scale.
- _____ North Arrow.
- _____ Adjacent streets.
- _____ Site dimensions.
- _____ Proposed fencing (if required, identify type and height).
- _____ Ingress (show width).
- _____ Egress (show width).
- _____ Parking: Dust control method: _____
No. of parking spaces for this project: _____
Spaces available in the existing development: _____
- _____ Any proposed structures or existing structures to be used for the temporary event (show dimensions and use). **NOTE: An electrical permit is required for installation of electricity.**
- _____ Sanitary facilities – Type: _____
- _____ Signage: Type, size and quantity: _____
- _____ Fire Department approval stamp.



APPLICATION FOR TEMPORARY USE PERMIT (TUP)

Permit No. _____

Activity Location (Address if available): _____

Approximately _____ Feet N. or S. of _____
(Circle) (Street Name)

Approximately _____ Feet E. or W. of _____
(Circle) (Street Name)

Inclusive dates of activity from: _____ to _____

(Include set-up days)

Proposed hours of operation from: _____ to _____

Describe proposed activity; please specify all planned activities and structures to be used:

- Will a tent or other structure be erected on site? Yes / No
- Will electricity be needed on site? Yes / No
- Will a fence be constructed? Yes / No
- Will food or drink be available on site? Yes / No
- Will alcoholic beverages be available on site? Yes / No
- Will a band or amplified sound be on site? Yes / No
- Will portable toilet facilities be on site? Yes / No
- Is this site located at an existing shopping center or other developed parking lot? Yes / No
- Is this site paved? Yes / No
- Is the paving striped for parking? Yes / No
- Does this site have a curb and gutter? Yes / No
- Does this site have an access driveway? Yes / No

STAFF USE ONLY

Approved: _____ Date: _____

Denied: _____ Date: _____ Reason(s): 1. _____

2. _____



APPLICANT:

Name: _____

Contact Person: _____

Address: _____

Phone No.(_____) _____ **Fax No.**(_____) _____

Email: _____

ORGANIZATION:

Name: _____

Contact Person: _____

Address: _____

Phone No.(_____) _____ **Fax No.**(_____) _____

Email: _____

PROPERTY OWNER:

Name: _____

Address: _____

Phone:(_____) _____ **Fax No.**(_____) _____

Email: _____



**OWNER AUTHORIZATION LETTER
(TEMPORARY USE PERMITS ONLY)**

CASE NUMBER(S): _____

ASSESSOR'S PARCEL NUMBER(S): _____

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. **NOTE: All owners must sign as their names appear on the deed to the land.**

This letter shall serve to notify and verify that I/WE AM/ARE the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent MY/OUR interest in the above referenced application(s). I/WE have read this Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Missouri that the information contained in the above referenced application(s) is true and correct.

OWNER(S) OF RECORD (Include extra sheets if necessary):

_____	_____	_____
Printed Name	Signature	Date

_____	_____	_____
Printed Name	Signature	Date

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained, and the information herein submitted, are in all respects true and correct:

APPLICANT / APPLICANT(S) REPRESENTATIVE:

_____	_____	_____
Printed Name	Signature	Date

_____	_____
Address	Phone

_____	_____	_____
Printed Name	Signature	Date

Address



STAFF USE ONLY

**TEMPORARY USE PERMIT STANDARDS
AND APPROVAL PROCESS**

The following standards shall be adhered to for all Temporary Uses, including Temporary Outdoor Sales events; Seasonal Outdoor Sales event; and other Special Events.

1. All Temporary Use Permits shall be reviewed and signed off by the following departments:

(Yes) (No)

CITY CLERK: Obtain the business license application forms and instructions regarding the requirements. Allow a minimum of one month for processing this application.

(Yes) (No)

HEALTH DEPT: The temporary distribution of food products may require a Temporary Food Service permit. Planning will require a copy of a Health Dept. permit prior to issuing approval. The Health Dept. requires permits be obtained in advance, call (816) 380-8425 for more information.

(Yes) (No)

FIRE DEPT: For any uses requiring Fire Dept. approval, applicant is required to contact the Fire Dept. and obtain an approval stamp on the proposed site plan. Planning will require a copy of the stamped site plan prior to issuing approval. For information call (816) 265-6161. Fire Dept. inspection may be necessary.

(Yes) (No)

POLICE DEPT: All uses require Police Department review and approval.

(Yes) (No)

CODE ENFORCEMENT: All uses require Code Enforcement review and approval.

(Yes) (No)

PLANNING DEPT: All uses will require final Planning Dept. approval. Submittal shall include a completed Temporary Use Permit application form. The Planning Department must sign-off on the Temporary Use Permit Checklist before final approval. For information call (816) 331-4331. The Planner will verify site clearance from all departments and confirms conformance of the use to the approved site plan with an official letter.

(Yes) (No)

BUILDING INSPECTIONS: All uses involving electricity will require an electrical permit obtainable from the Building Inspections Dept. **All permits require a field inspection.** The Building Inspections Department must sign-off on the Temporary Use Permit Checklist before final approval. For information call (816) 331-4331.

NOTE: FOR ANY DEPARTMENT/DIVISION REQUIRING A FIELD INSPECTION, YOU MUST CALL FOR AND REQUEST AN INSPECTION NO LATER THAN 24-HOURS PRIOR TO INITIATING OPERATION OF THE TEMPORARY USE.



2. Sales shall conform to the following schedules:
 - a. Christmas Tree Sales: Occupancy no sooner than 10-days prior to December 1. Sales allowed between December 1 and December 25, inclusive.
 - b. Pumpkin Sales: Occupancy and sales between October 15 and October 31, inclusive.
 - c. Firework Sales: Occupancy and sales between June 28 and July 4, inclusive.
 - d. Grand-Openings and Other Special Events: Sales shall be limited to a maximum of four (4) consecutive days.
3. The site plan shall show all items on the Event Site Plan Check List and be located in a zone permitting the requested activity.
4. All signs shall conform to the Sign Ordinance.
5. Sanitary sewer facilities, either portable or permanent, shall be provided.
6. Parking shall be required pursuant to the off-street parking ordinance.
7. The parking area used for the temporary event shall be located pursuant to the approved site plan, and clearly delineated for customers.
8. All unimproved parking areas and main walk areas shall be kept damp or shall be covered with a material to prevent the raising of dust.
9. Applicant shall provide safe and adequate roadway access including adequate vehicular sight distance at the driveway entrance/exit.
10. In no event shall any portion of the proposed use encroach onto any public rights-of-way or be located in a way which might cause a hazard.
11. The Temporary Use shall not adversely affect the surrounding neighborhood by means of odor, noise, dust or other nuisances.
12. Written authorization from the property owner or their agent is required.
13. The lots used for temporary activities shall be completely cleared of all temporary structures and debris which resulted from such operation within three (3) days after the termination of the activity.
14. If this use will involve animals (circus, carnivals, animal exhibit, etc.), please contact Animal Control (816) 331-1500, at least two weeks before the event so that they can arrange for an inspection upon the animals' arrival.