



Department of Community Development
777 Lynn Street
Herndon, Virginia 20170-4602

APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN
AND ASSOCIATED ZONING INSPECTION PERMIT
(TEMPORARY USE PERMIT)

(Not all temporary uses require a permit. See § 78-90.1 of the Herndon Town Code.)

Submittal of this form with original signatures is required. PLEASE PRINT OR TYPE (Unless otherwise indicated. Once complete, submit it to: communitydevelopment@herndon-va.gov or the 2nd floor Community Development Counter at the Herndon Municipal Center.)

Name of Business or Organization: _____

Street Address of the Subject Property (including apt/suite #): _____

Please describe the requested activity, proposed dates and daily hours of operation. Add more sheets if necessary. _____

Lot Area (site area) Proposed for the Temporary Use: _____

Are any site alterations or any alterations to the building's exterior or interior planned or underway in connection with this use (or were any alterations done)? [] No [] Yes Please describe :

Name of Contact for the Temporary Use (Applicant): _____

Address of Permanent Residence: _____

E-mail address

Telephone # for duration of temporary use

The undersigned hereby applies for a Temporary Use Permit under the provisions of § 78-90.3 and § 78-90.4 of the Herndon Town Code.

I hereby affirm and certify that:

- The information provided on this form is true and correct to the best of my knowledge.
The requirements associated with this application under § 78-90.3 and § 78-90.4 of the Herndon Town Code have been read and are understood.
The use and occupancy of buildings and/or the use of land noted above is in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.
The site shall be returned within 48 hours to its condition prior to the establishment of the temporary use.

Signature of Contact (Applicant)

Date

APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN AND ASSOCIATED ZONING INSPECTION PERMIT (TEMPORARY USE PERMIT) - continued

Name and Title of Property Owner (Applicant): _____

Mailing Address: _____

_____ E-mail address Telephone _____

TO BE SUBMITTED WITH THIS APPLICATION

- _____ A letter signed by the owner or owner's agent consenting to the application for the Temporary Use Permit;
- _____ A Site Plan prepared in accordance with § 78-155.6(4) and showing the area of proposed activity with signage, display areas, illumination, vehicular entrances to the site (location, type and size), parking area associated with the temporary use (location, layout, and surface material);
- _____ The detailed description of the proposed temporary activity requested above should include an analysis of any noise that may not comply with the noise provisions in the Herndon Town Code;
- _____ Sample signage to be used;
- _____ A statement from the landowner(s) authorizing an agent to act on their behalf (if applicable);
- _____ If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;
- _____ A list of proposed vendors to include security firms, food trucks, portable toilet providers, or any other vendors that will be onsite during the event.

AUTHORIZATION STEP ONE. SITE IMPROVEMENTS ONLY (verification of Site Plan approval)

The applicant is authorized to proceed to **make the site improvements** for the purposes of conducting the temporary use described above.

Signature and Authorization of Zoning Administrator

AUTHORIZATION STEP TWO: AUTHORIZATION TO BEGIN OPERATION OF THE TEMPORARY USE (Temporary Use Permit/Zoning Inspection Permit)

The applicant has completed the site improvements and the applicant is authorized to **begin operation of the temporary use**.

This Permit is effective beginning _____ for _____ days.

Signature of Zoning Inspector

**APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN AND ASSOCIATED
ZONING INSPECTION PERMIT (TEMPORARY USE PERMIT) - continued**

For Office Use Only:

STEP ONE (Site Plan)	Received by:	Fee paid for Temporary Use Site Plan* application:	Date:	Case No.:
	Use permitted by Town Code Section:			
	Tax Map Reference:		Zoning District:	
	Business and Occupational License #:		Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	
STEP TWO (ZIP)	Received by:	Fee paid for Zoning Inspection Permit/Temporary Use Permit:	Date:	
<i>*Note: no application fee is required for uses of less than 90 consecutive days in duration.</i>				

Distribution after approval:

Applicant

Community Development

Fire Department

Finance