

TEMPORARY USE PERMIT APPLICATION (NON-EVENT)

Town of Apex, North Carolina



Application #: _____ Submittal Date: _____
Fee Paid \$ _____ Check # _____

Hard Copy Submittal Requirements – Submit to Planning Department

- One (1) copy of completed application
- 11x17 site layout
- Temporary Use Permit Application fee \$50.00

Applicant Information

Business/Subdivision/Shopping Center: _____

Address: _____

Days of Operation: _____ Hours of Operation: _____

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Yes No Applicant Checklist Items

- 1 Please mark which of the following applies to your submittal.
- Construction Trailer - Temporary storage of construction related materials
 - Construction Office Trailer
 - Sales Office Trailer (if yes, please complete #2)
 - Sales Office, e.g. using townhouse, condo or single family unit (if yes, please complete #2)
2. Provide an 11x17 site layout showing the following
- Structure Location (include labeled streets)
 - Parking spaces; a minimum of one van accessible parking space needs to be provided.
 - The space, access aisle, and route to the sales office is required to have a hard surface (i.e. pavers, boardwalk, concrete, asphalt).
 - Include a note for accessible bathrooms on-site
 - Provide elevations showing entrance and exits for the sales office.
3. Does this project have a construction plan or administrative approval?
If No, the application may be reviewed but a permit will not be issued until staff approval in writing has been obtained.

I/we hereby certify that the foregoing information is true and correct and that the buildings or land will not be used for any other purpose than indicated in this application

Signature

Date