



5400 West Civic Center Drive, Suite 1
Highland, UT 84003
Phone (801) 772-4510 Fax (801) 756-6903

APPLICATION FOR TEMPORARY USE PERMIT

OFFICE USE ONLY

Application Date: ____ / ____ / ____ Fee: \$25.00 Date Pd: ____ / ____ / ____

Check

Approved Yes

CC

No

Cash

Date Approved: ____ / ____ / ____

TEMPORARY USE PERMITS ARE VALID FOR THE SPECIFIED TIME AND LOCATION LISTED ON THE PERMIT. PRINT CLEARLY OR TYPE AN ANSWER TO EVERY QUESTION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Business Name: _____

DBA (if applicable): _____

Property Address for Temporary Use: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Telephone: _____ Business Fax: _____

Business Email: _____ Business Website: _____

Business Entity Number: _____

Federal EIN: _____ Special Event Sales Tax Number: _____

Owner's Name: _____

Owner's Address: _____

City: _____ State: _____ Zip: _____

Owner's Telephone: _____ Owner's Email: _____

Manager's Name: _____

Manager's Address: _____

City: _____ State: _____ Zip: _____

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: _____

(All signage will require a separate permit)

Type of Lighting, if temporary lighting if proposed: _____

Estimated # of vehicles per day: _____

Describe traffic impact on location: _____

Highland City Business License #: _____ *(Temporary Uses are required to obtain a Highland City Business License.)*

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)

I understand all Highland City Temporary Use Permits may be evaluated by police, fire, health, and zoning. The privilege to have a Temporary Use Permit in Highland is granted only by the City Administrator through authority of the Mayor and City Council. A permit will only be issued upon completion and satisfaction of all application requirements, investigation process and approval of the City Administrator. Approval of permit is based on the applicant's continual compliance to all Highland City codes governing such businesses and may be revoked if applicant is found in violation. Applicant agrees that upon completion of the use, the premises must be promptly cleaned and restored to the same condition it was in before the use.

Applicant's Signature: _____ Date: ____ / ____ / ____

Zoning Approval: _____ Date: ____ / ____ / ____

Comments: _____

Fire Inspection: _____ Date: ____ / ____ / ____

City Administrator Approval: _____ Date: ____ / ____ / ____