



**TEMPORARY STRUCTURE
APPLICATION AND PERMIT**

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	
OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

Signature

Date

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Signature

Date

CITY CODE INFORMATION

By City Code 845.020.3(g), temporary structures are allowed on single-family and two-family residences if they comply with all of the following:

- 1) The property owner must have a current and valid annual permit obtained from the city.
- 2) The structure may be in place no longer than six months in any twelve-month period, and when not in place, the component parts of the structure must be stored where they cannot be viewed from any other property.
- 3) The structure must meet setback requirements for an accessory structure and be located behind the front building line of the principal structure as extended to the sides of the property. The applicant is responsible for establishing the location of the property line.
- 4) There can be no more than one temporary structure per parcel; the structure may not exceed 600 square feet.
- 5) The structure must be sufficiently anchored to withstand overturning, uplifting, or sliding from a 90-mile-an-hour wind.
- 6) The structure must be able to withstand a snowload of 40 pounds per square foot if the structure will be in place at any time during the month(s) of November, December, January, February, March, or April.
- 7) The applicant will pay a \$10 fee.

SUBMITTAL REQUIREMENTS

All of the information in the following charts must be provided for your application to be considered complete. Incomplete applications will not be processed. All plans and written information submitted are public information that may be used in written reports and distributed to the public.

EXISTING ACCESSORY STRUCTURES ON SITE		
Type of Structure	Number of Structures	Size of Structure
Detached Garage		
Shed		
Gazebo		
Pool House		
Other		
PROPOSED TEMPORARY STRUCTURE		
Dates of Use		
Manufacturer		
Square-Footage		
Height		
Anchoring		
Snowload		

SCALED SITE PLAN

A scaled site plan must be provided below or on an attached form. The site plan must include: (1) scale; (2) streets labeled; (3) all lot lines with dimensions; (4) wetlands; (5) existing house and accessory buildings; (6) driveway location; and (7) proposed temporary structure with setbacks noted from the all existing buildings, wetlands, and property lines.



CITY APPROVAL STATEMENT

The temporary structure described in the preceding application and depicted in associated site plan is hereby approved. Changes to the structure or its location may result in revocation of this permit.

Staff Signature, Title

Date of Approval