



VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | www.marvinnc.org

Application Number: _____

APPLICATION FOR TEMPORARY USE PERMIT

Please see Page 3 for instructions.

Address of Subject Property:

Applicant(s) Name: _____ Phone: _____

Address of Applicant: _____ FAX: _____

_____ Zip Code: _____

Email: _____

Company Name: _____
(If applicable)

Subdivision Name: _____
(If applicable)

Lot #: _____

Tax Parcel Numbers: _____

Request is for (check all that apply):

Construction, Sales and Storage Trailers

Event at Marvin Efirid Park

Charitable/Civic Sales Event

Multiple Family or Community Wide Sale

Public Event

Yard Sale in Commercial Corridor District

Residential -Disaster Rebuild

Renewal / Other _____

Description: Please provide a description of your proposed use.

APPLICATION FOR TEMPORARY USE PERMIT– PAGE 2

Determinations: Please provide a response to the following determinations.

1. The proposed temporary use will not materially endanger the public health, welfare and safety;

2. The proposed temporary use will not have a substantial negative effect on adjoining properties;

3. The proposed temporary use is in harmony with the general purpose and intent of the ordinance and preserves its spirit.

Oath: The above information, to my knowledge and belief, is true and correct. Any violation of an approved temporary use permit may be grounds for its revocation.

Applicant Signature: _____

Date: _____

Office Use Only

To the best of my knowledge, this application is complete. Based on such information, I hereby _____ (Approve) or _____ (Disapprove) this permit.

Conditions: _____

Council Approval Date: _____

Zoning Administrator: _____ Date: _____

APPLICATION FOR TEMPORARY USE PERMIT– PAGE 3

A. Application

All applications must include a written description of the request. Please include a description of the proposed use or event, duration of use, hours of operation, number of people expected to attend, or participants, sanitation facilities, traffic and pedestrian flow, security and emergency services, noise and lighting and any other details pertinent to the proposed use or event.

All applications must include a detailed site map of the property. For construction, sales and storage trailers, a scaled dimensional site plan prepared by a registered land surveyor or engineer shall be required. All other requests may use a hand drawn site map. Please include location of structures and proposed temporary structures, distances from property lines, traffic and pedestrian flow, parking areas, locations of booths or concessions and other activities, sanitation facilities, etc.

A fee shall be submitted in accordance with the Fee Schedule adopted by the Village Council.

B. Approvals

The following temporary use permits may be approved by the Zoning Administrator: Charitable or Civic Sales, Yards Sales in the Commercial Corridor District and Multi-family / Community Wide Sales and Events at the Marvin Ebird Park with less than 30 persons. All other temporary use permits shall require approval from the Village Council after a public hearing has been held. Before issuing any temporary use permit, the Zoning Administrator and/or Village Council shall make the following determinations:

1. The proposed temporary use will not materially endanger the public health, welfare and safety;
2. The proposed temporary use will not have a substantial negative effect on adjoining properties; and
3. The proposed temporary use is in harmony with the general purpose and intent of the ordinance and preserves its spirit.

The Zoning Administrator or Village Council may authorize conditions regarding duration of the use, hours of operation, signage, lighting, temporary structures and the like and the conditions shall be made part of the temporary use permit issued. The applicant shall be responsible for acquiring any permits required by other local, state or federal agencies prior to the issuance of the temporary use permit by the village.

The decision of the Village Council or Zoning Administrator may be appealed by the applicant to the Village Board of Adjustment as provided for in §§ [151.230](#) through [151.237](#).

C. Public Notice

Those permits requiring Village Council approval shall be subject to the Public Notice requirements set forth by §151.051. Notices shall be sent by the Village by first class mail to the applicant, and to owners of all contiguous pieces of property or any property owner within 200 feet of the subject property, at least ten days prior to the public hearing. The notice shall indicate the nature of the public hearing and the date, time and place at which it is to occur.

Additionally, a notice shall be posted by the Village Clerk at the Village Hall at least ten days prior to the public hearing. A sign shall also be placed on the subject property at least ten days prior to the public hearing.