

**TEMPORARY USE PERMIT APPLICATION CHECKLIST:  
For Applicant under Section 58-13(3)b**

- Narrative Including:
  - nature of use
  - duration of use
  - hours of operation
  - lighting
  - temporary structures
  - site plans
  - public health and safety
  - signage
  
- List all adjoining property owners and all properties within 200' of Temporary Use Location
  
- Provide:
  - Projected Attendance
  - Proof of adequate insurance to cover the event
  - Certification of review from Union County Sheriff's Department or NC Highway Patrol regarding traffic and crowd control
  - Union County mass gathering permit required? (charge admission, mainly outdoors,>200)
  - Certification of review from Union County Health Department
  - Department of Revenue weekend Temp. Sales and Use ID# for retail sales
  - Previous TUP issued within 12 months?
  - Description of waste/trash disposal
  
- Submit application and fee at least 15 days prior to next Planning Board Meeting.

**Findings of Fact:**

The proposed temporary use will not materially endanger the public, health, welfare and safety; and  
Yes  No

The proposed temporary use will not have a substantial negative effect on adjoining properties; and  
Yes  No

The proposed temporary use is in harmony with the general purpose and intent of the ordinance and preserves its spirit; and  
Yes  No

The proposed temporary use is held no more than three times (3) per year at any particular location.  
Yes  No

In addition, the Planning Board may authorize conditions regarding duration of the use, hours of operation, signage, lighting, temporary structures, etc. and such conditions shall be made part of the temporary use permit issued. Violations of such conditions shall be considered a violation of this Ordinance.

**Appeal Process**

The decision of the Planning Board or Zoning Administrator may be appealed by the applicant to the Weddington Town Council. A written application for Town Council review shall be submitted to the Zoning Administrator within 7 days of the Planning Board decision.