



APPLICATION INTAKE

In Person: 9:00 am – 4:00 pm

By Email: planningandzoning@roswellgov.com

Munis #: _____

APPLICATION FOR TEMPORARY USE PERMIT

APPLICANT (RESPONSIBLE FOR REMOVING THE USE UPON PERMIT EXPIRATION)

Name _____

Check all that apply:

- Business Owner
- Manager
- Homeowner
- Other:

_____ Email

_____ Phone

Address _____ City _____ State _____ Zip _____

LOCATION OF THE TEMPORARY USE

Address where use will be located _____

Description

Dates

Applicant Signature

I hereby certify that I have read the Temporary Sign Requirements and that all information provided herein is true and correct. I agree to remove my sign on the expiration date, comply with the above requirements and all applicable rules and regulations of the Unified Development Code. I understand that failure to comply with these rules and regulations may result in removal of my signs, and/or issuance of Court Citations.

Applicant Signature _____ Date _____

· **Approved** · **Denied** _____

By: _____ Date: ____ / ____ / ____

NAME & LOCATION
DESCRIPTION & DATES

Temporary Use Permit Requirements – Section 9.8 – Unified Development Code

1. **Construction Field Office – see section 9.8.2 attached**
2. **Portable Storage Container – see section 9.8.4 attached.**
3. **Real Estate Sales Office and Model Homes – see section 9.8.5 attached**
4. **Open Air Seasonal Sales – see section 9.8.6 attached**

All of the items listed in the sections must be submitted with the application for approval. Processing Fee for the temporary use. See fee schedule from Roswellgov.com

Article 9. Use Provisions | Sec. 9.8. Temporary Uses

9.8.1. General Provisions

Temporary uses must comply with the requirements of the Zoning Director and are in addition governed by the requirements of Chapter 5, Article 5.8 of the Code of Ordinances of the City of Roswell.

9.8.2. Construction Field Office

- A. Defined. A manufactured home, travel trailer, truck trailer or other structure used as an office in conjunction with a construction project.
- B. Use Standards
 1. Approval by the Zoning Director and issuance of a permit by the Building Official is required.
 2. The permit is temporary but renewable once after a period of 6 months.
 3. The permit must only be issued if plans and permits have been approved for one or more permanent buildings on the subject property.
 4. The manufactured home or temporary structure must be removed upon the issuance of a certificate of occupancy for the principal building or use on the site.

9.8.3. Yard/Garage Sales

- A. Defined. A sale of personal belongings or household effects held at a person's home, usually in the garage or front yard.
- B. Use Standards
 1. The duration of the sale may not exceed 72 hours.
 2. A sale on a particular property may not occur more frequently than 3 times annually.
 3. Requirements for signs associated with a yard/ garage sale are specified in Sec. 10.3.6.A.2.

9.8.4. Temporary Portable Storage Container

- A. Defined. A container designed and rented or leased for the temporary storage of commercial, industrial or residential household goods that does not contain a foundation or wheels for movement.
- B. Use Standards
 1. In an AG-43, RS- and R- districts, one container is permitted for a maximum of 30 consecutive days twice per calendar year.
 2. No container can be more than 8 feet in height, or more than 16 feet in length in a residential district.
 3. In all other districts, no more than 3 containers are permitted at any one time. No single container can be on-site for more than 30 consecutive days.
 4. Any person wishing to utilize a container longer than 30 calendar days may apply for a 30-day extension subject to the Zoning Director's approval.
 5. Containers cannot be stacked on top of each other.

6. Containers must be located so as to minimize visibility from both public streets and residential uses and cannot be located in any required setback.
7. Containers must be located completely on the owner's lot and no part of any container can be located in the public right-of-way.

9.8.5. Real Estate Sales Offices and Model

Homes

- A. Defined. A temporary structure used for the showing or sale of new homes within a new subdivision.
- B. Use Standards
 1. Real estate sales offices or model homes must meet all dimensional requirements of the underlying zoning district.
 2. A facility permitted as a temporary real estate sales office must be removed upon completion of sales in the subdivision.

9-30 (EFFECTIVE: 6/1/2014 UPDATED: 3/14/2017) Roswell, Georgia Unified Development Code Sec.

9.8.6. Open Air Seasonal Sales

- A. Defined. The outside sales of seasonal products such as Christmas trees, pumpkins and fireworks.
- B. Use Standards
 1. All sales must be conducted on commercially zoned undeveloped lots or within existing developed retail and civic properties and must be privately owned.
 2. It is unlawful for any person to place, use or employ open air sales on private property without first obtaining a permit.
 3. A set of operating rules addressing hours of operation, maintenance and security must be prepared and submitted with a permit application.
 4. A site plan must be provided that depicts the proposed location of the sales area including any tents, fencing, temporary buildings, generators and lights.
 5. The on-site presence of a manager during hours of operation is required.
 6. Activities cannot obstruct pedestrian or vehicular circulation, including vehicular sight distances.
 7. Fireworks stands must be approved by the City of Roswell Fire Department.
 8. Any temporary structures used in association with the use must be removed within 48 hours after the final day of sales.
 9. Requirements for signs associated with open air seasonal sales are specified in Sec. 10.3.6.

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