



## TEMPORARY USE PERMIT APPLICATION & INSTRUCTIONS

**OFFICE USE ONLY**

Filing Fee: \_\_\_\_\_ Date: \_\_\_\_\_

REVIEWED BY \_\_\_\_\_

APPROVED \_\_\_\_ DENIED \_\_\_\_

A site sketch must accompany the application. This site plan shows the relationship of the proposed use/structure(s) to other uses and structures in the area. A copy of an aerial map for the site may be useful for this purpose. If the operation of a business is proposed, it will be necessary to indicate on the site plan the location and capacity of the parking area and access routes on the site sketch. The dimensions of the property and existing and/or proposed structures are required.

The applicant must be either the owner of the property, or an affidavit must be provided showing that the applicant is the owner's agent. A copy of the deed must accompany the application as proof of ownership. The name and address of the lessee or person proposing the use must be provided.

The application should be filed in the City Clerk's office along with the filing fee of \$50.00 as set out by the Tonganoxie City Council. This is a non-refundable amount. The application must be filed a minimum of 15 days prior to the start of an event.

### APPLICATION

Applicant/User: \_\_\_\_\_ Date Submitted \_\_\_\_\_

Applicant Address \_\_\_\_\_ Phone # \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_

Proposed Use \_\_\_\_\_ Zoning \_\_\_\_\_

Duration of Event \_\_\_\_\_ Expected number of participants \_\_\_\_\_

Parking required? \_\_\_\_\_ Amount Provided? \_\_\_\_\_

Will traffic control be needed? \_\_\_\_\_ If yes, private individuals or police department \_\_\_\_\_

Will food be provided or sold? \_\_\_\_\_ License needed \_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

.....  
Affidavit Completed? \_\_\_\_\_ Site Sketch Attached? \_\_\_\_\_ Fee Paid? \_\_\_\_\_

Bond/deposit required? \_\_\_\_\_ Amount? \_\_\_\_\_ Medical attendant needed \_\_\_\_\_

Sanitary facilities needed \_\_\_\_\_ # \_\_\_\_\_ Noise or Visual controls needed \_\_\_\_\_

Police Dept. notified? (369-3754) \_\_\_\_\_ Fire Dept. notified? (845-9494) \_\_\_\_\_

**AFFIDAVIT**

CITY OF TONGANOXIE  
COUNTY OF LEAVENWORTH  
STATE OF KANSAS

I/WE, \_\_\_\_\_ AND \_\_\_\_\_  
BEING DULY SWORN DEPOSE AND SAY THAT I/WE ARE THE OWNERS OF SAID PROPERTY  
INVOLVED IN THIS PETITION AND THAT THE FOREGOING SIGNATURES, STATEMENTS, AND  
ANSWERS HEREIN CONTAINED IN THE INFORMATION HERewith SUBMITTED ARE IN ALL  
RESPECTS TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF.  
SIGNED AND ENTERED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SUBSCRIBED AND SWORN TO BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012.

NOTARY PUBLIC IN AND FOR THE COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Notary Seal

\_\_\_\_\_  
Signature

My Commission Expires \_\_\_\_\_