CITY OF CARMEL / CLAY TOWNSHIP
TEMPORARY USE APPLICATION

Permit # _____

APPLICANT/ OWNER INFORMATION:	COMPANY NAME:	PHONE: FAX:
	APPLICANT NAME:	
	ADDRESS OF APPLICANT:	
	PROPERTY OWNER NAME:	PHONE:
	PROPERTY OWNER ADDRESS:	
TEMPORARY USE INFORMATION:	NAME OF BUSINESS/ORGANIZATION	
	ADDRESS OF TEMPORARY USE:	
	DATES OF PROPOSED USE	HOURS OF OPERATION:

CERTIFICATION AND NOTICE OF INTENT TO COMPLY

I hereby certify that I have the authority to make the foregoing application, that the application and plans filed with the application are correct, and that the operation and conduct of the temporary use will conform to the regulations of the Carmel Zoning Ordinance. Failure to comply with the terms and conditions of this permit may result in a citation and additional fees.

Signature of Applicant/Agent of Builder (REQUIRED)

Signature of Property Owner (REQUIRED)

REQUIRED INSPECTIONS:

ELECTRICAL (B&CE) SITE (PLANNING) FIRE DEPARTMENT

TO SCHEDULE ELECTRICAL & SITE INSPECTIONS, PLEASE CALL (317)-571-2444
TO SCHEDULE FIRE DEPARTMENT INSPECTIONS, PLEASE CALL (317)-571-2600

INTERNAL OFFICE USE ONLY

SALES FORCE #:_____

PARCEL #:_____

ZONING:_____

APPLICATION REVIEWED BY:_____

SPECIAL EVENT FEE: _____ **$148.50**

USE PERMIT FEE: _____ **$297.00**

SITE INSPECTION FEE: _____ **$ 111.00**

SIGN PERMIT FEE: _____ **$ 88.50**

TOTAL FEES DUE: $_____

TEMPORARY USE
REGULATIONS AND CHECKLIST

REGULATIONS:

- TEMPORARY SIGNAGE: A temporary sign permit is required which allows for ONE sign, maximum of thirty-two (32) square feet in size and six (6) feet in height. Must not obstruct Vision Clearance. Two (2) copies of sign information depicting size and copy of signage must be submitted with this application. Sign Permits must be applied for concurrently with this temporary use permit. Temporary Use Permit requires approval prior to receiving temporary sign permit approval (Carmel Zoning Ordinance §25.07.03-06)

  The display of temporary signs in violation of the Carmel Zoning Ordinance may result in a Complaint and Summons to appear in Carmel City Court where applicable fines may be assessed.

  INITIAL_____

CHECKLIST FOR APPLICATION:

1. ☐ TEMPORARY USE APPLICATION: Two (2) copies of completed application are required.
2. ☐ SITE PLAN: Two (2) copies are required which shows the following information:
   a. Adjacent public road right-of-way
   b. Location of temporary business; show set back from the public right-of-way, minimum of 25'.
   c. Show number of on-site parking spaces, site circulation, and entrance drive.
   d. Show distance from all existing buildings and property boundaries.
   e. Location of any easements within 50' of any structure.
   f. Show any exterior lighting relative to temporary business.
   g. Location map
   h. Submit Covenant that addresses the professionalism of the operation (which would include, but is not limited to appearance, up-keep, maintenance, etc. and if any of the covenanted issues are violated, the permit may be revoked at the discretion of the Director).
   i. Show where any signage will be located on site plan. Two (2) copies of sign information depicting size and copy of signage must be submitted with this application. (Note temporary sign regulations).
3. ☐ FIREWORKS: If temporary use application is for the sale or display of fireworks the following is additionally required per §25.25 :
   a. Two (2) copies of scaled building floor plan illustrating at minimum the location of sprinklers and exits;
   b. Two (2) copies of permit from Indiana State Fire Marshall and
   c. Two (2) copies of Proof of Insurance
4. ☐ TEMPORARY SIGN APPLICATION
   a. Copy of sign elevation (either picture or diagram) depicting sign dimensions.
   b. Site plan must indicate the sign location.

REVIEW & APPROVALS:

The following Departments will review and approve all temporary use permit packages and may require inspections: Building & Code Enforcement, Planning and Zoning, and the Carmel Fire Department.

FEES:

Temporary use permit fee is $297.00. Temporary Sign permit is $88.50. Site Inspection fee is $111.00. Special Event fee $148.50.