

Town/Village of Harrison

W5298 Hwy 114
Menasha, WI 54952
Phone: 920.989.1062

TEMPORARY USE/STRUCTURE PERMIT APPLICATION

Applicant Information			
Applicant Name (Indiv., Org. or Entity)		Authorized Representative	Title
Mailing Address		City	State Postal Code
E-mail Address		Telephone (include area code)	Fax (include area code)
Landowner Information (if different than Applicant)			
Name (Organization or Entity)		Contact Person	Title
Mailing Address		City	State Postal Code
E-mail Address		Telephone (include area code)	Fax (include area code)
Project or Site Location (if Map Amendment)			
Site Name (Project):		Location ID(s):	
Site Address / Location:		Plat / CSM / Lot No.:	
Quarter: <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE	Section:	Township: N	Range: E
Legal Description:			
Current Zoning:		Current Use(s):	
Lot Dimensions: Front:	Side:	Rear:	Side:
Lot Area:		<input type="checkbox"/> acres or <input type="checkbox"/> square feet	
Type of Temporary Use or Structure (Check One)			
<input type="checkbox"/> Roadside Stands	<input type="checkbox"/> Outdoor Fireworks Sales	<input type="checkbox"/> Portable Storage Unit	<input type="checkbox"/> Outdoor Temporary Merchandise Sales (describe type of sales):
<input type="checkbox"/> Outdoor Christmas Tree Sales Lot	<input type="checkbox"/> Outdoor Car Wash	<input type="checkbox"/> Temporary Structure (describe): _____	_____
Operation Details			
Dates Requested?	From: _____ To: _____	Total Days: _____	Hours of Operation _____ am/pm to _____ am/pm
Tents or Canopies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, # of tents/canopies _____ Sizes _____	
Food Sales?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe _____	
Alcohol Sales?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe _____	
Electrical Hookups?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe _____	
Sanitary Facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe _____	
Fees		Plans	
<input type="checkbox"/> \$100.00		<input type="checkbox"/> Site Plan (see reverse side for details)	
Certification & Permission			
<p>Certification: I hereby certify that I am the landowner of the property which is the subject of this Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of the ordinances and/or permit may result in notices, fines / forfeitures, stop work orders, permit revocation, and cease & desist orders.</p> <p>Permission: As landowner of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this application, to determine compliance with the ordinances, and to perform corrective actions after issuing proper notice to the landowner.</p>			
Applicant Signature		Date Signed	
Landowner Signature (required)		Date Signed	

LEAVE BLANK – FOR MUNICIPAL USE ONLY		
Date Complete	Fee Received \$	Receipt No:
Application Received:	Date Paid:	Taken By:

Site Plan Requirements. A site plan drawing, drawn to scale, showing the information outlined below must be submitted as part of a complete application.

- Property lines and dimensions.
- Location of all existing and proposed structures/buildings.
- Location of parking lot landscaping areas.
- Location of on-street/off-street parking spaces and drive aisles.
- Location of driveways.
- Location, size and setback dimensions to property lines of the proposed temporary use and/or structure.

General Standards. All temporary uses and structures shall meet the following requirements:

1. Lot and setback requirements.
 - a. A temporary use and/or temporary structure shall not occur or be placed on a vacant lot, unless otherwise stated in this section.
 - b. A temporary use and/or temporary structure shall comply with the minimum front, rear and side yard setback requirements for the principal structure (development standards) of the zoning district in which the temporary use or temporary structure is located, unless otherwise stated in this section.
 - c. A temporary use and/or temporary structure shall not be placed in a fire lane or an area intended for emergency service vehicles.
 - d. A temporary use and/or temporary structure that is located in a parking lot shall not occupy more than twenty percent (20%) of the available parking spaces for the principal use(s).
 - e. A temporary use and/or temporary structure shall not impede the vehicular traffic circulation or the movement of emergency vehicles on the lot.
 - f. A temporary use and/or temporary structure shall not be placed in the required interior or perimeter parking lot landscaping areas.
2. Outdoor Lighting. Temporary uses shall be prohibited from utilizing outdoor lighting fixtures unless they are already available on the lot.
3. Parking Spaces. All required parking spaces shall be provided on the same lot with the temporary use, unless otherwise stated in this section.
4. Food Sales. Food sales shall be licensed and/or operated under the requirements of the Calumet County Health Department, state statutes, and Town ordinances.
5. Sanitary Facilities. Arrangement for the use of sanitary facilities shall be made available to all employees, attendants and participants of the temporary use or temporary structure during its operation hours.
6. Signs. Temporary uses shall be allowed one (1) sign to display on-premises during the hours of operation. The maximum size of such sign shall not exceed twenty (20) square feet in area.
7. Other Code Requirements. The applicant shall apply for and receive all applicable permits and licenses pursuant to the Municipal Code prior to establishing a temporary use and/or temporary structure on a lot.
8. Cleanup. The site shall be completely cleaned of unsold merchandise, debris and temporary structures including, but not limited to: trash receptacles, signs, stands, poles, electrical wiring or any other fixtures and accessories or equipment connected therewith, after the termination of the temporary use or temporary structure.