



City of Council Bluffs, Iowa
209 Pearl Street
Council Bluffs, Iowa 51503
Phone: 712-328-4629 Fax: 712-328-4915

TEMPORARY USE PERMIT APPLICATION

Each request for a temporary use permit shall include a completed application form and a site plan sufficient to meet the requirements of the Site Plan Review Procedure.

A. General information

1. Applicant Name: _____
Address: _____
City/State/Zip: _____
Phone/Fax/E-Mail/ Address: _____
Status: Property Owner ___ Legal Option Holder ___ Contract Purchaser ___ Auth. Agent ___

2. Property Owner: (If not the same as applicant above)
Name: _____
Address: _____
City/State/Zip: _____
Phone/Fax/E-Mail/ Address: _____

3. Property location address _____
4. Property legal description _____
5. Zoning Classification _____

B. Temporary Use Requested – Mark proposed temporary use.

- | | |
|---|--|
| <input type="checkbox"/> Christmas Tree Sales Lot & Pumpkin Sales Patch | <input type="checkbox"/> Temporary Contractor Trailers & Real Estate Model Units |
| <input type="checkbox"/> Outdoor Retail Sales | <input type="checkbox"/> Temporary Storage Containers |
| <input type="checkbox"/> Farm Stands & Farmers Markets | <input type="checkbox"/> Temporary Storage Trailer |
| <input type="checkbox"/> Batch Plant | <input type="checkbox"/> Other, subject to review by the City Council |

1. Description of proposed temporary use:

2. Duration of temporary use: Beginning _____ ending _____

AFFIDAVIT: I hereby certify that the information furnished in this application is accurate, true, and correct to the best of my knowledge. By signing below, the property owner consents to the processing of the application by the applicant and authorizes the applicant to comply with the requirements placed on the application by the City of Council Bluffs. Applicant certifies that the provisions and guidelines of Chapter 15.02.060 and Chapter 15.02.110 of the Council Bluffs Municipal Code have been read, understood and agrees to observe the regulations and conditions for temporary outdoor sales/display.

Applicant Signature	Print Name	Date
Owner Signature	Print Name	Date

FOR OFFICE USE ONLY
Date Received: _____ Received by: _____



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Please note that your application will not be accepted or there may be a delay in processing by the Community Development Department if any of the required information or materials are missing or improperly presented. In order to ensure that a complete application is provided and to avoid unnecessary delays in processing, please submit all required materials, i.e. signed application, exhibits and/or site plans, special studies if applicable. If you have any questions regarding this application or required materials, please contact the Community Development Department at (712) 328-4629 between 8:00 a.m. and noon or between 1:00 p.m. and 5:00 p.m., Monday through Friday.

REQUIREMENTS BY TEMPORARY USE

Batch Plant: Temporary batch plants permits are valid only for the duration of a project, not to exceed six (6) months. However, at the end of the six (6) month period, the Zoning Administrator may renew the permit for another six (6) months or to the conclusion of the project, whichever comes first. At the end of such a project, the contractor must restore the area to its original condition.

Temporary batch plants shall be located at least one-thousand (1,000) feet from any recreational area, school or residence. A routing of trucks to and from the proposed plant shall be submitted prior to application approval. Access will only be allowed on arterial or collector roads and highways. Access via local residential and/or collector roads serving residential areas is prohibited.

Christmas Tree Sales Lot & Pumpkin Sales Patch: Christmas tree sales and pumpkin sales patches are allowed in any non-residential zoning district. Any such use shall be evaluated based on the adequacy of the parcel size, parking provisions, traffic access, and the absence of undue adverse impact on other properties. Such use shall be limited to a period not to exceed forty-five (45) days. Sales of Christmas trees and pumpkins as an accessory use to a retail goods establishment do not require a permit. However such accessory sales cannot occupy required parking spaces.

Farm stands and farmers markets: Allowed in any non-residential district. No product may be exhibited or offered for sale except the following: fresh dairy goods, fruits, vegetables, juices, flowers, plants, herbs and spices produced or grown by the vendor, and baked goods made by the vendor(s).

Outdoor Retail sales: Outdoor sales and display of merchandise are permitted by either a storeowner or occupant, outside the store and within the same zoning lot. A retail goods establishment shall be permitted to display and sell its merchandise outdoors under the following conditions:

Sales and display areas are not permitted in any public right-of-way and cannot obstruct pedestrian or vehicular traffic. Sales and display areas are not permitted in any required yard. Outdoor storage is prohibited.

A portion of the parking area may be used for outdoor sales and display on a temporary basis only. Permanent display structures and/or goods are not permitted in parking areas. No more than ten percent (10%) of the required parking area for the existing commercial use may be used for the temporary outdoor sales and display, unless approved by the Zoning Administrator.

Contractor trailers and real estate model units (including temporary real estate offices accessory to a new development): Allowed in any zoning district when accessory to a construction project or a new development. Contractor trailers shall be limited to a period not to exceed the duration of the active construction phase of such project. Real estate model units, including temporary real estate offices, shall be limited to the active selling and leasing of space in such development or six (6) months after issuance of the final certificate of occupancy, whichever is less. These uses shall not contain any sleeping or cooking accommodations, except those located in a model unit used for demonstration purposes only. No trailer, unit or office shall be used as the general office or headquarters of any firm.

Temporary storage containers: Allowed as accessory to a construction or remodeling project in any zoning district. Containers are permitted on site for a period not to exceed the duration of the construction or remodeling project and must be removed within one (1) month of receiving approval of final inspections or issuance of a certificate of occupancy.

Temporary storage trailers (i.e., rail shipping containers) shall not be used for permanent storage. They shall not serve as a substitute for permanent storage needs on the site on which they are located. All temporary storage trailers require a temporary use permit and, as part of temporary use approval, a time limit shall be determined by the Zoning Administrator.

Temporary storage trailers shall not be permanently attached to the ground, serviced with permanent utilities or stacked on the site. Temporary storage trailers are permitted in non-residential districts only, and must be located within the rear yard and screened from the public right-of-way.

SITE PLAN REVIEW SUBMITTAL REQUIREMENT

Every application for a temporary use permit shall submit the following site plan review requirements accompanied by the application unless specifically waived by the appropriate City official or body:

- a) Property lines;
- b) Location of the proposed use
- c) Acreage and proposed density (if applicable);
- d) Public rights-of-way, easements and utilities (dimensioned);
- e) Proposed and existing building footprints on the subject property and all surrounding properties (if applicable), including dimensioned setbacks from property lines;
- f) Parking space locations, dimensions and number of spaces;
- g) Paved surfaces, materials and location(s);
- h) Landscape plan indicating existing and proposed landscape materials and associated proposed plant materials list (if applicable);
- i) Details for screening, fencing, site lighting and signs; where site lighting is proposed, a photometric grid that indicates light intensity in foot-candles across the site and at all property lines (if applicable);
- j) Architectural elevations drawn to scale and indicating building height, photographs and massing diagrams of the subject property and abutting properties that show all façades of the proposed building in its existing context.

Plans and drawings shall be a minimum scale of one inch equals forty feet (1" = 40'), unless otherwise indicated. The maximum sheet size shall be twenty-four inches by thirty-six inches (24" x 36"), and all plans shall be folded to approximately eight and one-half inches by eleven inches (8½" x 11"). The following is required on all site plan drawings:

- a) Proposed name of the development
- b) Drawing title and sheet title
- c) Exhibit number and label
- d) Engineering scale, both numerically and graphically
- e) North arrow, designated as true north
- f) Date of preparation of original drawing and date of any revisions
- g) Names, addresses and phone and fax numbers of the owner or developer having control of the site
- h) Name and professional seal of registered engineer and/or surveyor, if required.