



TOWN OF BEL AIR TEMPORARY USE PERMIT REQUEST

The following uses may be permitted as Temporary Uses: Itinerant Dealers, Christmas Tree Sales, Modular Classroom, Outdoor Promotional Sales/Events, Yard Sales, Sidewalk Café, Sales/Construction Trailers and Snowball Stands. Performance Standards for the associated use are addressed in Section 165-53 of the Town Code at www.belairmd.org. **A non-refundable fee of \$25 to be collected upon submission of application.**

ADDRESS OF PROPERTY: _____

APPLICANT: _____

Address: _____

Phone: _____ Cell Phone: _____ E-Mail: _____

PROPERTY OWNER (If Not Applicant) : _____

Address: _____

Phone: _____ Cell Phone: _____ E-Mail: _____

BRIEF DESCRIPTION OF REQUEST: _____

EXACT DATES & TIMES OF THE EVENT OR ACTIVITY: _____

Was a request previously granted regarding this property: No [] Yes [] If Yes, Date _____

Applicant's interest in the property: Owner [] Tenant [] Other [] _____

1. **A Certificate of Insurance must be submitted.**
2. **Property Owner's Authorization must be submitted (if applicable).**
3. **Attach supporting material including Site Plan, Parking Plan, Event Flyer, etc.**

I declare the information provided is correct to the best of my knowledge and will conform to the Town of Bel Air regulations and standards associated with the proposed use. By signing this application, I am giving permission to access this property for inspection purposes.

Print Applicant Name	Signature of Applicant	Date
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For Use of the Town Planning Department

Date Request Received: _____	Fee Pd: _____	Date of Decision: _____
Approved: _____	Disapproved: _____	Approved w/Conditions: _____

Zoning Administrator or Representative

705 E. Churchville Road, Bel Air, MD 21014
Phone: 410-638-4540/410-879-9500

Processing Guideline

Submittal of Temporary Use application to Planning Department:

Form on Town website under Planning/Permits/Temporary Use Permit

Temporary Use Application submitted to Planning Department

30 days prior to use

Include \$25 fee and the following information:

- Proof of Liability Insurance
- Property owner authorization letter
- Site Plan showing:
 - Layout of tables/seating/vendors, entrances/exits, type of enclosure & dimensions
 - Temporary restroom facilities (if required by Health Department)
 - Stage location (speaker locations if amplification is used)
- Owner Authorization for property and any off-site parking
- Temporary Banner/Sign (Sign Permit application is submitted separately)
- Performance Standards (if applicable) addressed in writing

Outside music (band, DJ, etc.) must cease by 10:00pm

Application will be reviewed by the Planning Dept. and Police Dept.

7 days after submission

Provide Food Service Facility License or Alcoholic Beverage License

7 days prior to use

Upon approval, a Temporary Use Permit will be issued by the Planning Department

Submittal of Building Permit (erection of a tent exceeding 400 SF) to Public Works Department:

Form on Town website under Public Works/Building Permit

Building Permit Application submitted to Public Works Department

30 days prior to use

Information to include:

- Certificate of Flame Resistance for Tent
- Owner Authorization for property
- Site Plan
 - Layout of tables/seating/vendors, entrances/exits & dimensions
 - Temporary restroom facilities (if required by Health Department)
- Property owner authorization for any off-site parking locations

Application will be reviewed by Public Works Dept. & Planning Dept.

7 days after submission

Upon approval, Public Works Dept. will issue a Building Permit.

Provide Food Service Facility License or Alcoholic Beverage License

7 days prior to use

Provide Fire Marshall Certification of the erected tent.

24 hours prior to use

Upon approval, a Use & Occupancy Certificate for the structure will be issued by Public Works Dept.

Department of Planning 410-638-4540
Planner II
705 E. Churchville Road, Bel Air, MD 21014

Department of Public Works 410-638-4546
Permit Clerk
705 E. Churchville Road, Bel Air, MD 21014

** All days described are calendar days*