



## TEMPORARY USE PERMIT

69 PINEDALE SOUTH ROAD / PO BOX 709  
PINEDALE, WYOMING 82941  
PHONE: (307) 367-4136 FAX: (307) 367-2578  
[info@townofpinedale.us](mailto:info@townofpinedale.us)

Temporary Use permits are for intense short-term activities and structures that may not otherwise be permitted on a permanent basis in a zoning district. Temporary Use permits are also required for any use that impact public rights-of-way in Town (abnormal use, storage, closure, reduced flow of vehicle or pedestrian traffic). Applications may be approved, approved with conditions or denied if the impact of the proposed event is found to materially adversely impact the health, safety or welfare of the residents of the Town. Permits may be renewed after the same consideration process as the initial permit application.

**Fees:** The temporary use permit fee is set by resolution, refer to [townofpinedale.us](http://townofpinedale.us) or contact the Town for the current fee.

### **PERMITS ARE REQUIRED FOR:**

#### **Events/Uses in Public Rights-of-Way**

Special events that take place in public rights-of-way or require a street closure must have a temporary use permit. This provision refers to organized gatherings such as races, parades, concerts, farmers' markets, fairs and festivals or other similar events. This also includes limited storage of items during construction. Duration of such permits is limited to the event and staging period. Applicants for permits relating to events requiring street closures or limited access must provide notice to all adjacent property owners within 140 feet of the parcel prior to consideration. Applications must be considered by the Town Council. For activities in Pine Street the Wyoming Department of Transportation requires event permits especially for street and lane closures. Please contact Darren Kaufman at 307-352-3034 at the Rock Springs Office for information and forms. You are also required to contact the Sublette County Sheriff's Office and notify them prior to the event at 367-4378.

#### **Construction Yard and Building**

A temporary building or yard for construction materials and/or equipment incidental and necessary for current construction in the immediate surrounding area must have a temporary use permit. Permitted uses may include RVs for temporary worker housing associated with the construction but not hazardous materials storage or asphalt/concrete plants. Permits shall not exceed six months. Applications may be approved and issued by staff.

#### **Temporary Structures**

Temporary structures refer to temporary buildings (modular) not placed on a foundation to provide office space, extra classrooms, or for security purposes. The applicant must complete a building permit application and meet those requirements as applicable. Temporary structures are not permitted in residential-zoned areas. Permits shall not exceed one year. Applications must be considered by the Town Council.

#### **Itinerant Merchants (SEE ITINERANT PERMIT)**

Itinerant merchants are individual operations selling items for short periods of time as they pass through the area. Itinerant merchants are permitted in commercial districts only. Vendors as part of a festival or other event are permitted under the event's temporary use permit and are not considered itinerant merchants. The permit shall not exceed two weeks. Applications may be approved and issued by staff.

#### **Other Use**

Other use refers to any other uses not listed here that require temporary use of Town rights-of-way, parks or other properties, or short-term activities and structures that may not otherwise be permitted on a permanent basis in the zoning district. Applications must be considered by the Town Council.

### **APPLICATION REQUIREMENTS:**

Incomplete applications will be returned to the applicant. A sufficient permit application includes the following:

1. Pre-Application meeting with Staff (discuss process, identify potential issues up front, etc.)
2. Completed Temporary Use Permit Application, including application fee
3. Site Plan/Sketch (**1 hard copy, 1 PDF**) include layout, dimension, and location of structures, routes, restrooms, parking, signage or other features associated with the use.
4. A written description describing the proposed use including number of participants, location and route of use/structures, type of restrooms, parking areas, hours of operation, duration of use, cleanup schedule, road or lane closures or activities within the ROW, safety or emergency plan, signage and other features associated with the use.
5. Proof of Event/Liability Insurance (Event, etc.)
6. Other permits as applicable (fence, sign, excavation in ROW, temporary water/sewer service, etc.)
7. Any relevant information Planning & Zoning or the Engineering Department requires to adequately review the permit application.

### **REVIEW PROCESS:**

Once a completed application packet is submitted to the Town, it may be sent for review to other departments or agencies. Administrative permits can generally be issued within a couple of days. Permits that require Town Council Approval must be submitted at least 3 weeks before the intended council meeting.



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<b>EVENT NAME:</b> _____		<b>EVENT DATE:</b> _____	
<b>APPLICANT INFORMATION</b>	NAME: _____		
	MAILING ADDRESS: _____		
	PHONE: _____	EMAIL: _____	
	CONTACT INFORMATION IF DIFFERENT FROM ABOVE NAME: _____		
	PHONE: _____	EMAIL: _____	
<b>LOCATION</b>	DESCRIPTION OF EVENT LOCATION: _____		
<b>TEMPORARY USE DESCRIPTION</b>	TYPE OF USE: <input type="checkbox"/> EVENT IN PUBLIC STREET <input type="checkbox"/> CONSTRUCTION YARD/BUILDING <input type="checkbox"/> TEMPORARY STRUCTURE <input type="checkbox"/> OTHER USE: _____		
	HOURS OF EVENT: _____ AM/PM to _____ AM/PM      DURATION OF ACTIVITY: _____		
	RESTROOMS: <input type="checkbox"/> NONE <input type="checkbox"/> PORTA-POTTY <input type="checkbox"/> ONSITE RESTROOM <input type="checkbox"/> OFFSITE RESTROOMS, LOCATION: _____		
	STREET CLOSURE REQUIRED? <input type="checkbox"/> NO <input type="checkbox"/> YES, LIST STREET(S): _____		
	DO YOU PLAN TO ERECT A SIGN? <input type="checkbox"/> NO <input type="checkbox"/> YES		
	DO YOU NEED A TEMPORARY CONNECTION TO WATER & SEWER SERVICES? <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, A TEMPORARY WATER & SEWER PERMIT MUST BE COMPLETED		
<p><i>I hereby acknowledge that I have read this application and stated that the information contained herein is accurate to the best of my knowledge and agree to comply with all Town ordinances and state laws. I understand that if a violation of this ordinance occurs, the permit may be terminated at that time by the Mayor or a designated representative. Reinstatement of the permit shall be by the Town Council after a public hearing.</i></p> <p><i>By signing below, the applicant certifies that they are authorized by the owner to act as their agent.</i></p> <p>Signature _____ Application Date _____</p>			

## FOR TOWN USE ONLY

<b>PAYMENT:</b> CASH   MO   CREDIT   CHECK # _____
Permit Number: _____
Date Issued (by Staff or Town Council): _____
Date of Expiration: _____
Issued By: _____
Payment Waiver by Town Council? <input type="checkbox"/> NO <input type="checkbox"/> YES – Date of meeting: _____
Authorized By: _____