



# Temporary Use Permit

Application and Checklist

[Zoning@ColumbiaSC.gov](mailto:Zoning@ColumbiaSC.gov)

## Checklist for Temporary Use Permit Application

A completed temporary use permit application requires the following information. Please initial to signify that the requested information has been provided or is not necessary.

	Applicant Initials	Staff Initials
A copy of this Application Checklist, completed by the applicant	<input type="text"/>	<input type="text"/>
A completed and signed Application Form	<input type="text"/>	<input type="text"/>
A Site Plan (one copy, minimum 8 1/2" x 11") or a sketch can be provided on page 4 of this application, if use involves a structure; fence, shed, storage pod, etc...	<input type="text"/>	<input type="text"/>

- A Temporary Use Permit may be issued by the Zoning Administrator for an appropriate period of time not to exceed 12-month increments for nonconforming buildings, structures, or uses incidental to building construction or land development or deemed to be generally beneficial, provided that the owner of that temporary nonconforming use agrees to remove the temporary nonconforming use upon expiration of the Temporary Use Permit.

## 1. Applicant Information

Name	
Company (if applicable)	
Address (street, city, state, zip)	
Phone	Email

## 2. Property Information

Address (including Suite/Unit/Space number, as appropriate)		
Tax Map Reference Number(s)	Zoning District	Overlay District (if applicable)
Property Owner/Business Name (if applicable)		



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### 3. Property Status

To the best of your knowledge, is the property located within a flood hazard area?      Yes      No

### 4. Contractor Information

Contractor Name		City Business License #	
Address (street, city, state, zip)			
Phone		Email	

### 5. Description of Temporary Use



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## 6. Request Dates for Temporary Use

START DATE	END DATE

## 7. Project Value

Project Value	\$
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## 8. Site Plan

Attach a site plan at least 8 1/2" by 11" in size that includes the following information or use page 4 to sketch.

The site plan shall indicate:

- The proposed location of any structure requested as temporary use

## 9. Applicant Signature

Signature of Applicant	
Print Name	Date



**DETAILED SKETCH OF PROPERTY WITH  
PROPOSED TEMPORARY STRUCTURE LOCATION  
WITH DISTANCES TO PROPERTY LINES AND  
PRINCIPAL STRUCTURE CLEARLY SHOWN**

A large, empty grid of small squares, intended for a detailed sketch of the property and proposed structure. The grid is approximately 30 units wide and 40 units high.