



## Village of Wesley Chapel, NC

6490 Weddington Road  
Wesley Chapel, NC 28104  
[www.wesleychapelnc.com](http://www.wesleychapelnc.com)  
704-839-0182

Permit # \_\_\_\_\_  
Date \_\_\_\_\_  
Cash or Check # \_\_\_\_\_  
Amount Paid \_\_\_\_\_

### TEMPORARY USE PERMIT CHECKLIST

**Applications must be complete with required documents in order to be considered. Send application, surveys and fees to: [adminassist@wesleychapelnc.com](mailto:adminassist@wesleychapelnc.com) or Village of Wesley Chapel, 6490 Weddington Road, Wesley Chapel, NC 28104.**

Temporary Use Permits allow a **temporary** land use that would not otherwise comply with the zoning requirements of Wesley Chapel, NC. Ordinance requirements can be found in §156.131 of the [Village's Code of Ordinances](#). Temporary use permits shall not be approved and can be revoked should the Zoning Administrator determine the required criteria have not been met, or no acceptable remedy proposed/implemented, at any point during the application or operation of the temporary use. Please allow 3-7 days processing time.

#### SUBMITTAL REQUIREMENTS

- Temporary Use Permit Application and fee (\$75). Non-profit and not-for-profit organizations are exempt from fee.
- Written permission from the property owner/manager (if it is not the applicant).
- Certificates of Insurance from all involved parties (if event is to be held at Dogwood Park).
- Any documents required by the Union County Health Department (where specified on the application).
- Documentation from Public Safety Officers/Fire Marshall if applicable
- Submittal of a [Temporary Sign Permit](#) for all posted signage

#### TYPES OF TEMPORARY USES

**Sidewalk/Special Sales Events**-are permissible for commercial businesses, religious institutions, non-profit organizations, charitable organizations, or public entities sponsoring or promoting an activity for the purpose of selling or offering merchandise, food and/or entertainment beyond the normal retail or display space of the sponsoring entity.

**Mobile Vendors**- vendors who are selling merchandise, food or beverages to the public from any vehicle that is readily movable. Foods are *limited* to prepackaged food *unless* the unit is equipped and approved to handle food preparation. All vendors shall comply with all applicable State and County Health Department requirements.

**Produce Stands**- The sale of agricultural/horticultural products at an individual retail stand on the property under the same ownership as the lot upon which the produce is grown. Products must be grown onsite and cannot be prepackaged.

**Construction trailers, sales office trailers and buildings**- used by contractors as offices/storage (on same site as subdivision). Permit is authorized for *1 year* and is renewable if construction is ongoing.

**Temporary Residences**- Manufactured homes can be used on-site as a temporary residence in event that primary residence has been destroyed by natural disaster. Permit is authorized for *6 months* and is renewable if construction is ongoing.

**Fireworks Displays**- contact Wesley Chapel Town Hall at 704/839-0182.

#### TEMPORARY USE REQUIREMENTS

**Please review and check off each item. Temporary uses must comply with the following regulations:**

- \_\_Permits are issued for **45 days**. Sidewalk and Special Sales events are allowable for **3 days**. A new application is required for uses longer than the specified time frame.
- \_\_Permits shall not be issued for any single property more than **4 times per calendar year**. There are no limits on the number of events per year for federal, state or local government-sponsored public events or non-profit organization-sponsored events.
- \_\_Temporary uses can be held between the hours of 5am to 11pm. Times must follow the operating hours of the property owner/business, whichever is more restrictive.
- \_\_The proposed temporary use cannot disturb neighboring properties with respect to noise, vibration, lighting or odor.
- \_\_Parking and traffic flow (entering and exiting) must not pose a hazard. If so, a Public Safety Officer will be required to control traffic. A parking plan must be submitted by applicant and approved by the Zoning Administrator to ensure adequate access, circulation, capacity and safety.



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### TEMPORARY USE REQUIREMENTS (Cont...)

- \_\_\_ Vehicles and trailers may remain on property overnight with written permission from the event organizer unless they contain hazardous materials, such as explosives, fireworks, or fuel.
- \_\_\_ Only 1 vendor at a time may conduct business on any parcel of property, unless located on commercial shopping center properties or sidewalk/sales events.
- \_\_\_ Equipment and materials must be removed from site at end of each sales day if located on commercial/business property.
- \_\_\_ Written permission from property owner or lessee of property where the vendor is located needs to be provided at time of application and kept on-site during event. No activities relating to the operation of the mobile vendor, including customer parking, shall occur without express permission from the property owner.
- \_\_\_ All stands, carts, vehicles, and merchandise displays shall be set back not less than 10 feet from property line and cannot restrict the visibility of vehicles along adjacent streets or entering and exiting site.
- \_\_\_ One temporary/portable sign is allowed. Sign cannot be larger than 6 feet in area and cannot obstruct view of any bicyclist or motorist that is using any surrounding roadway or obscure any traffic sign, signal or device. Sign must be removed at end of each business day.
- \_\_\_ At least one trash receptacle must be provided by the applicant



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### TEMPORARY USE PERMIT APPLICATION (\$75)

Event Name _____	Event Date(s) _____
Applicant name _____	Phone Number _____
E-mail Address _____	Existing Zoning _____
Mailing Address _____	
Event Location/Address _____	
Event Time _____	Total Hours of Event (including set-up and clean-up) _____

#### Event Details

- 1) Describe type/purpose of event or proposed use \_\_\_\_\_  
\_\_\_\_\_
- 2) Name of property owner \_\_\_\_\_ Written permission received?  Yes  No  
(if different from applicant) (if yes, please provide)
- 3) What is the anticipated attendance? \_\_\_\_\_
- 4) Will food be served at the event?  Yes  No If yes, will there be any mobile food vendors?  Yes  No  
*\*If any food is served, a copy of the approval from the Union County Health Department will need to be included with this application. Information can be found at [Union County Special Events Packet](#)*
- 5) Will merchandise be sold?  Yes  No  
If yes, please describe \_\_\_\_\_
- 6) How will trash/debris be handled?  
 Trash Cans/Dumpsters (provided by event organizer)  Other (describe) \_\_\_\_\_
- 7) Are you hiring Public Safety Officers for the event?  Yes  No  
If yes, written documentation as verification will be required to be submitted with the application
- 8) Will any type of tents be used?  Yes  No  
*If yes, a copy of the approval from the Union County Health Department will need to be included with this application. Information can be found at [Union County Special Events Packet](#)*
- 9) Will portable restrooms be required for this event?  Yes  No
- 10) Will signs be posted to promote event?  Yes  No If yes, a [sign permit](#) from the village is required.
- 11) Describe plan for parking (i.e. conducting flow of traffic, overflow parking) \_\_\_\_\_  
\_\_\_\_\_



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### Temporary Use Permit Application (\$75)

I hereby certify that all of the information provided for this application and all attachments is true and correct to the best of my knowledge. I further certify that I am familiar with all the requirements of the Zoning Ordinance concerning this proposed use. Any violation of the Zoning Ordinance will be grounds for revoking this permit and any subsequent permit issued by the Village of Wesley Chapel.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

This Application is APPROVED  DENIED

Permit is allowable starting     (time)     on     (date)     until     (time)     on     (date)    .

\_\_\_\_\_  
ZONING ADMINISTRATOR

\_\_\_\_\_  
DATE