

# APPLICATION SUBMITTAL REQUIREMENTS

## Temporary Structure Permit (other than for special events) (CDD Ministerial Decision)

The following information must be submitted with a City of Newport Land Use application for Temporary Structure:

- 1. Written permission from the property owner.
- 2. A description of the requested use and the date the proposed use will be installed on the subject property.
- 3. A site plan drawn to scale, showing the location of the following:
  - (a) The proposed location of the temporary structure, seating areas, and amenities, as applicable.
  - (b) Existing buildings, existing parking, and access(es) to parking areas.
  - (c) Any additional structures, seating areas, and amenities associated with the temporary structure.
  - (d) The location and size of trash receptacles, utilities, existing signs and signs associated with the temporary structure.
  - (e) Building elevations or photos of the temporary structure.
  - (f) The location of drive-up windows (if applicable).
- 4. A signed agreement stating that the applicant is aware of the limitations and conditions attached to the granting of the permit and agreeing to abide by such limitations and conditions.
- 5. A description of the types of items sold or services rendered, if applicable.
- 6. A valid copy of all necessary permits required by State or local health authorities, and other required licenses or permits, such as business license or sign permit obtained by the applicant and maintained on site.
- 7. A bond or cash deposit for the amount required to remove the temporary structure, if not removed in the required time frame, shall be placed in an interest-bearing account in the name of the applicant and the City of Newport. Any bond or cash deposit must be in a form approved by the City Attorney. ***(Applicable only if structure is to be placed in one location for twelve (12) or more consecutive months.)***

(over)

- 8. Approval is obtained from the City Building Official prior to issuance of any permit. (***Applicable only if the structure is to be erected for 180 days or longer.***)
  
- 9. Prior to the issuance of any permit, the Fire Marshal shall inspect and approve any temporary structure to assure conformance with the provisions of the Fire Code.
  
- 10. Fee of \$45.00.