



PERMIT CHECKLIST – TEMPORARY USE

PERMIT APPLICATION DESCRIPTION

For short term or seasonal uses which may be associated with construction projects or which intend to sell or promote specific merchandise or products and shall include but not be limited to residential model homes, sales offices operated from a temporary structure, non-commercial batching plants, temporary building or yard for construction materials, parking lot for a special event; bazaars, carnivals and similar temporary uses; outdoor seasonal sales, parking of recreational vehicles that exceeds the 14 days, garage sales, and any uses deemed appropriate by the Director of Planning and Development and/or the Board of Zoning Appeals.

CHECKLIST

- A completed online application using our Citizen Permit Portal, Civic Access.
 - [Click here](#) to apply for a Temporary Use Permit. URL portal access below.
<https://noblesvillein-energovpub.tylerhost.net/Apps/SelfService#/home>
- Site Plan with location and dimensions of property lines, buildings, setbacks, regulated drains, existing or proposed easements (public and private) and the location/layout of the proposed Temporary Use. The location of the parking area for the temporary use and portable toilets (if any) shall also be shown on the Site Plan.
- The use shall not be located on or block any ADA parking unless adequate ADA parking to replace those rendered unusable for the event is temporarily located elsewhere on the property.
- The use shall not be located within any required setback, easement, or fire lane. The use shall not interfere with pedestrian or vehicular access.
- If the parking area for the temporary use is not located on the property in question, submit an additional Site Plan showing the entire property in question along with the entire property with the parking area for the proposed Temporary Use.
- Property Owner Consent Form if you do not own the property.
 - [Click here](#) to view the consent form. (URL below)
https://www.noblesville.in.gov/egov/documents/1706728035_14929.pdf
- Any other information needed to determine if the proposed temporary use meets the intent and requirements of the Unified Development Ordinance (UDO) and is appropriate for the location for which it is proposed.
- Tent:
 - If the Temporary Use involved a tent 400 SF or greater, please include tent details (specifications, installation instructions and Certificate of Fire Resistance) and a layout of floor plan of what will be set up under the tent (tables, chairs, etc.)

- Model Home:
 - Site Plan showing two (2) off-street parking spaces. If the parking area is not located on the property in question, submit an additional Site Plan showing both the lot with the model home and the lot with the parking. Building plans for the Model Home including the floor plan of sales office (if any).
- Fireworks Sales:
 - Provide proof of compliance with the requirements of the Indiana Department of Homeland Security.
- Trailers:
 - Provide the mobile unit seal of acceptance number issued by the Indiana Fire Prevention and Building Safety Commission.

This is not an inclusive list. Additional information may be required