

# Development Services - Permit Application Center

P.O. Box 11706, or 155 Johnston Street

Rock Hill, South Carolina 29731-1706

Phone: 803-329-5590

FAX: 803-329-7228 -- website: [www.cityofrockhill.com](http://www.cityofrockhill.com)



**TEMPORARY USE PERMIT APPLICATION:** Certain temporary uses of limited duration and special events are allowed within the City of Rock Hill as described in Section 4-500 of the Zoning Code. A checklist and summary of allowed temporary uses and structures is attached. Please note that **temporary uses not listed in Table 4 - 500 (B) are not allowed.** *Permit Fee \$50.*

Applicant Name: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Activity/Event Name: \_\_\_\_\_

Site Address: \_\_\_\_\_ Parcel#: \_\_\_\_\_

*[Location of permit site inside RH City Limits]*

## Use Description:

Set up/Start Up Date: \_\_\_\_\_ Event Clean-up/End Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_  Outdoor Lighting?  Sound Amplification?: \_\_\_\_\_ [hours]

## Type Event/Activity:

- Athletic Events
  - Sale of Fireworks
  - Sale of Non-agricultural Products
  - Special Event *[such as festivals, carnivals, etc.]*
  - Other (please describe): \_\_\_\_\_
  - Do you wish to: Restrict animals at this event? (circle: **Yes No**) Prohibit fireworks? (circle: **Yes No**)
  - Security by Rock Hill Police [describe]: \_\_\_\_\_
  - Private Security [describe duties]: \_\_\_\_\_  
*Private Agency Name/Phone:* \_\_\_\_\_
  - Will any City property be used [e.g. streets, sidewalks, parks, greenways]: \_\_\_\_\_
- Other Notes: \_\_\_\_\_

## Certification

I understand that Temporary Uses are of limited duration and are special events which do not negatively affect adjacent properties, and such uses are discontinued upon the expiration of a set time period. Temporary uses and special events do not involve the construction or alteration of any permanent building or structure. All temporary uses, structures, or special events shall meet the standards of Sections 4-500(E), (F) and (G) of the Zoning Ordinance, as applicable.

I certify to the best of my knowledge that all information provided herein is true. I further certify that this event will be conducted with all local Laws and Ordinances pertaining thereto and that I HAVE NOTIFIED ALL ADJOINING PROPERTY OWNERS OF THE PLANNED TEMPORARY USE.

State of South Carolina, County of York, City of Rock Hill.

The undersigned authority personally appeared \_\_\_\_\_ before me who swears

*Signature of Applicant*

or affirms that he/she is the \_\_\_\_\_.

*Contractor, owner, agent*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
*Notary Public*

**FOR OFFICE USE ONLY:** Case #: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Complete?: \_\_\_\_\_

If incomplete, returned: \_\_\_\_\_

[ ] Fee Paid \_\_\_\_\_ [ ] Rejected: [ ] Approved: [ ] Conditional: \_\_\_\_\_

Comments: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

# CHECKLIST for Temporary Uses and Structures:

TABLE 4-500(B): TEMPORARY USES AND STRUCTURES		
TEMPORARY USE OR STRUCTURE	ALLOWABLE TIME FRAME	SPECIFIC REGULATIONS [1]
<b>TEMPORARY STRUCTURES</b>		
Expansion or Replacement of Existing Facilities (including temporary offices for construction and/or security personnel)	(A)	Permit Required; see Section 4-500(F)(1)
Real Estate Sales Office/Model Sales Home	(A)	Permit Required; see Section 4-500(F)(2)
Construction-Related Activities for New Construction	(A)	No Permit Required; see Section 4-500(F)(3)
Temporary Storage in a Portable Shipping Container	(D)	Permit Required, see Section 4-500(F)(4)
<b>TEMPORARY SALES [1]</b>		
Sale/Display of Goods Other Than Agricultural Products	(B)	Permit Required; see Section 4-500(F)(5)
Seasonal Sales	(B)	No Permit Required; see Section 4-500(F)(6)
Sidewalk and Parking Lot Sales	(E)	No Permit Required; see Section 4-500(F)(7)
Garage and/or Yard Sales	(C)	Permit Required by City Code of Ordinances
Temporary Not-For-Profit Car Wash	(C)	No Permit Required
<b>SPECIAL EVENTS</b>		
Special Events	(C)	Permit Required; see Section 4-500(G)(3)
<b>NOTES:</b> (A) Such structures may be in place for no more than one (1) to three (3) years. (B) Such sales are limited to a maximum of one hundred twenty (120) days per calendar year and no more than three (3) occurrences per parcel, per year. (C) Such events are limited to fourteen (14) total days per calendar year, per parcel. (D) Such structures may be in place for no more than thirty (30) days per calendar year, and no more than three (3) occurrences per parcel, per year. (E) Such sales are limited to a maximum of sixty (60) days per calendar year, and no more than three (3) occurrences per parcel, per year. [1] Persons conducting temporary sales should contact the Development Services Department to ensure that permits are not required by the City Code of Ordinances.		

**NOTE: The following activities are prohibited:**

- Retail sales or display of goods, products, or services within the public right-of-way, except as part of an authorized not-for-profit, special, or City-recognized event.**
- Except as part of a permitted seasonal sale, retail sales or display of goods, products, or services from a motor vehicle, trailer, or shipping container.**

## Standards for All Temporary Uses and Structures

- General:** The temporary use, structure, or special event shall not be detrimental to property or improvements in the surrounding area or to the public health, safety, or general welfare. It also shall not have substantial adverse effects [or noise impacts] on nearby residential neighborhoods.
- Compliance with City Code of Ordinances** or other provisions related to business licenses, vendor permits, or other City regulations or authorization. The temporary uses shall comply with all applicable standards of Section 4-500(E), *General Standards for All Temporary Uses and Structures*, and Section 4-500(F), *Specific Regulations for Certain Temporary Uses and Structures*. Some of the key standards and requirements include:
  - o **Permanent Alterations** to the site are prohibited and **Temporary signs** associated with the temporary use or structure shall be removed when the activity ends.
  - o **Conditions of Approval:** use or structure shall not violate any applicable conditions of approval that applies to a principal use on the site. It shall
  - o **Adequate Land:** to accommodate any parking and traffic movement associated with the temporary use, without encroaching or creating a negative impact on existing buffers, open space, landscaping, traffic movements, pedestrian circulation, sensitive or protected resources, or parking space availability.
  - o **Location:** Tents and other temporary structures will be located so as to not interfere with the normal operations of any permanent use located on the property.
  - o **Off-Street Parking:** Adequate off-street parking shall be provided to accommodate the proposed temporary use.
  - o **Inspections:** All inspections and permits required by applicable building codes shall be approved by the appropriate person and/or agencies.