

Planning & Development Department
P.O. Box 11706, or 155 Johnston Street
Rock Hill, South Carolina 29731-1706
Phone: 803-329-5590 FAX: 803-329-7228
www.cityofrockhill.com



TEMPORARY USE APPLICATION

Permit Fee \$50

Submit applications to permits@cityofrockhill.com or apply online at www.cityofrockhill.com/onlineservices. Staff will review your request and then contact you for payment if required.

APPLICANT INFORMATION

Applicant's name	Mailing address	Phone number	Email address

Are you the owner of the subject property? Yes No

If you are not the owner of the subject property, what is your relationship to it (e.g., have it under contract to purchase, tenant, contractor, real estate agent) _____

I certify that I have completely read this application and instructions, that I understand all it includes, and that the information in the application and the attached forms is correct.

Signature: _____ Date : _____

If you are *not* the owner of the subject property, the *property owner* must complete this box.

<p>Name of property owner: _____</p> <p>If property owner is an organization/corporation, name of person authorized to represent its property interests: _____</p> <p>I certify that the person listed in the person listed above has my permission to represent this property in this application.</p> <p>Signature: _____ Date: _____</p> <p>Preferred phone number: _____ Email address: _____</p> <p>Mailing address: _____</p>

GENERAL INFORMATION ABOUT USE

1. Address of temporary use: _____, Rock Hill, SC
2. Do any recorded deed restrictions or restrictive covenants apply to this property that would prohibit, conflict with, or be contrary to the activity you are requesting? For example, does your homeowners association or property owners association prohibit the activity or need to approve it first? **Yes** ____ **No** ____

If yes, please describe the requirements: _____

3. Proposed start date: _____ Proposed end date: _____
4. Proposed hours of operation: _____
5. Will you have any tents? _____

If so, a [tent permit application](#) may also be required.

6. Will you have any signs? _____

If so, a [sign permit application](#) is also required for any temporary use except for special events.

INFORMATION SPECIFIC TO TYPE OF TEMPORARY USE

This application includes the City's most common rules for temporary uses. Complete details are available in *Chapter 5* of the Zoning Ordinance at www.cityofrockhill.com, or you may contact us directly with any questions that you may have at the above phone number.

SPECIAL EVENT

Each location is allowed up to two events per site per calendar year. Each event is limited to 14 days or less.

A temporary use permit for a special event is not needed if:

- The event will be held on public property (the City has a separate process for that); or
- The event will be held entirely indoors; or
- The event will be held on the grounds of a private residence, or on the common areas of a single-family attached or multi-family residential development for a resident; or
- The event is sponsored in whole or in part by the City or state; or
- The event is held at a site or facility where the primary use has an inherent special event component. Examples include but are not limited to sporting events conducted on courses or fields intended and used for such activities; wedding services conducted at event venues; funeral services conducted at funeral homes or cemeteries, and community events held in the buildings of religious institutions.

If none of the above apply, please provide the following information.

1. Describe all activities that will be part of the special event:

2. How many people do you expect to attend the special event? _____

3. Where will people park for the special event? _____

4. How will you handle trash generated by the special event? _____

5. How will you provide restrooms and hand washing facilities for event staff and attendees? _____

6. Check off the following. For any “yes” answers, please describe below.

	Yes	No	Describe
Will the special event have outdoor lighting beyond that which the site ordinarily has?			
Will music or sound be amplified?			(What hours?)
Will animals be allowed?			(What type, and how will safety issues be addressed?)
Will fireworks be used?			
Will you provide food? <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> All cooking and food sales must meet South Carolina Department of Health and Environmental Services regulations. See https://www.scdhec.gov/food-safety/food-service-industry-permits-rules. </div>			
Will you provide medical facilities?			
Will the Rock Hill Police Department provide security?			

Will you provide private security?			(What is the name of the agency and its phone number? Describe the level of security.)
Will you have a sign? <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Special events are allowed one banner per street frontage during the event period with a maximum size of 32 square feet for each sign. </div>			

7. Attach a site plan to show location of use, and any relevant information according to the use type, such as parking area, display area, location of fire extinguishers, portable restrooms, etc.

FIREWORKS SALES

Fireworks sales are limited to two sales per year per location of up to 14 days each.

1. Attach a site plan to show location of use, where customers will park, and any other relevant information.
2. Call the Planning and Development for your final building inspection at (803) 329-5590.

Fireworks stands also require a temporary retailer permit from the South Carolina Board of Pyrotechnic Safety, which requires certain documents as well as inspection by a Deputy State Fire Marshal. The permit application is available online at <http://www.llr.sc.gov/POL/Pyrotechnic/index.asp?file=pub.htm>.

MOBILE FOOD VENDOR (food truck, food cart, etc.)

A temporary use permit is not required for mobile food vendors that move from location to location within one meal period (example: ice cream truck).

Otherwise, mobile food vendors are allowed only in the following circumstances:

- As part of a special event
- As an accessory to a large retail store with more than 100,000 square feet
- As an accessory to a craft brewery
- If the Planning Commission has approved the location as part of a request by the Downtown Merchants Association, Chamber of Commerce, or similar business group

If your proposed mobile food operation qualifies as one of the above, please provide the following information:

1. How will you handle trash? _____

2. How will you provide restrooms and hand washing facilities for yourself and your customers? _____

3. Attach a site plan to show location of use, where customers will park, and any other relevant information.

- Mobile food vendors must be located to serve major pedestrian flows, event attendees and on-site customers. Vendors shall not be oriented to attract business from nearby roads or other off-site areas.
- The unit must be parked in a location that does not create traffic or safety problems, and does not impede the activities of other uses at the location.

- Other rules:
- The vendor must be present at the unit at all times.
 - The unit cannot be left on site overnight.
 - Documentation of approval by a state licensing agency from any state (such as the South Carolina Department of Health and Environmental Control) is required to be kept on site.

SEASONAL SALE OF AGRICULTURAL PRODUCTS (Christmas trees, pumpkins, seasonal produce, etc.)

Each property in the City may have a seasonal sale of agricultural products for up to 90 days per year if a produce stand is not used, or for up to 180 days if a produce stand is used.

1. Attach a site plan to show location of use, where customers will park, and any other relevant information.
2. If you are proposing to use a produce stand, also attach a drawing or photograph of the proposed stand, along with its dimensions. (Note that if a produce stand is 120 square feet or larger, a building permit is required.)

- Produce stands have the following zoning rules:
- Must be of sound construction quality.
 - Maximum of 750 square feet and 15-foot height.
 - Must exclusively for the retail sale of agricultural and related products.
 - Must comply with the signage standards in *Chapter 8: Development Standards*.
 - Must meet the City’s design standards in terms of colors and materials used.
 - In lieu of a paved parking lot, a well-maintained gravel parking area of sufficient size to meet expected or actual customer demand must be provided to give customers reasonable access to the site.
 - If a dumpster is used, it must be screened.
 - Only one produce stand is allowed per site.
 - Produce stands are not required to be moved off site during their non-sales period provided that they are a) secured to limit the ability of trespassers to access them; b) maintained in good repair; and c) are removed immediately when the use ceases for a period of 12 months.

FOR OFFICE USE ONLY: Date Filed: _____ If incomplete, returned: _____ [] Fee Paid _____
 Zoning District: _____ Is use [] prohibited or a [] conditional use in the zoning district?
 If use is a conditional use, are all use-specific standards met? ___ Yes ___ No
 Has applicant had any past zoning violations, such as sign ordinance violations, that would prevent him/her from being approved to have a temporary use again?
 [] Rejected [] Approved [] Conditional: _____
 Comments: _____
 _____ Reviewed by: _____ Date: _____