

**SEASONAL TEMPORARY COMMERCIAL DISPLAY  
BOONE COUNTY PLANNING COMMISSION**

**Three (3) copies of submitted drawings are required**

**SECTION A:** (To be completed by applicant)                      **Fee: \$300.00 for 30 days – per permit**

1. Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ City                      \_\_\_\_\_ State                      \_\_\_\_\_ Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

2. Location Of Advertisement: \_\_\_\_\_

\_\_\_\_\_ City                      \_\_\_\_\_ State                      \_\_\_\_\_ Zip Code

3. Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ City                      \_\_\_\_\_ State                      \_\_\_\_\_ Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

4. Description Of Request: \_\_\_\_\_

(Size and Type): \_\_\_\_\_

5. Requested Starting Date: \_\_\_\_\_ Requested Ending Date: \_\_\_\_\_

I, the undersigned, understand and agree that the above described advertisement will be removed no later than the expiration date shown on the approved Seasonal Temporary Commercial Display Permit.

**Property Owner's Signature:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

Applicant's Name (Please Print or Type): \_\_\_\_\_

**SECTION B:** (To be completed by Planning Commission staff)

1. Date Received: \_\_\_\_\_

2. Review Fee: \_\_\_\_\_

3. Receipt Number: \_\_\_\_\_

4. Staff Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

5. Staff Action:

\_\_\_\_\_ Approval                      Zoning District: \_\_\_\_\_

\_\_\_\_\_ Approval with Condition(s) (see # 6)

\_\_\_\_\_ Denial (see #7)

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

6. Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Reasons for Denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### **SECTION 3501.1 Time Limits For Displays**

- A. Temporary Commercial Displays cannot exist or be present on a site in any form, whether open for viewing or not, more than seven (7) consecutive days. Seasonal Temporary Commercial Displays may not exist or be present on a site in any form, whether open for viewing or not, more than thirty (30) consecutive days.

### **SECTION 3501.2 Permit Required**

- A. Prior to placing any Temporary Commercial Display or Seasonal Temporary Commercial Display on any property, the person or persons owning or having control or supervisory authority of such display shall apply and be required to obtain a permit from the Zoning Administrator for the display.

### **SECTION 3501.3 Application Contents**

- A. The application must contain the following information and be submitted with three (3) copies of the appropriate drawings or plans:
  - a. Name, address, telephone number and signature of the owner of the property where the display is proposed to be located.
  - b. Indicate any existing development, structures and types of uses on the site as well as on adjoining sites of the proposed temporary commercial display.
  - c. Show the dimensions and location of the area to be used for the temporary commercial display on the site. The front, side, and rear setbacks of the area to be used for the display must also be indicated.
  - d. Estimate the maximum number of parking spaces to be used by the temporary commercial display; the number of parking spaces to be "borrowed" from the site's principle commercial establishment, if applicable.
  - e. Accurately state and describe the amount and type of goods or services to be on display.
  - f. State the dates the display is to be located on the site.
  - g. Depict all structures regardless of nature to be part of the temporary commercial display, including tents, canopies, fences or barriers of any kind.
  - h. Indicate traffic access to the temporary commercial display as well as parking and vehicular circulation areas.
  - i. Indicate anticipated flow of pedestrian and vehicular traffic, if applicable, on the site relative to existing commercial or recreational developments and the temporary commercial display.
  - j. An approved Transient Merchant Permit from the Boone County Clerk, if applicable.
- B. The zoning administrator shall review the application and determine within three (3) working days from submittal date whether or not the plan conforms with this [ARTICLE 35](#) and all other applicable provisions of these zoning regulations.

### **SECTION 3501.7 Fee**

- A. At the time of application for a Temporary Commercial Display or Seasonal Temporary Commercial Display permit, the applicant shall pay in full to the Boone County Planning Commission a fee as indicated in the adopted fee schedule.