



You couldn't pick a better place.

TEMPORARY USE PERMIT APPLICATION

BLOCK(S): _____ LOT(S): _____

PROPERTY OWNER'S NAME: _____

ADDRESS: _____

APPLICANT'S NAME: _____

ADDRESS: _____

PROPOSED TEMPORARY EVENT OR USE (be specific): _____

Proposed DATE of Temporary Event or Use: _____

Proposed HOURS OF OPERATION for Temporary Event or Use: _____

Estimated DAILY ATTENDANCE: _____

WILL FOOD OR BEVERAGES BE HANDLED OR DISPENSED for the Temporary Event or Use?

NO YES If YES, a Food License is required from the Municipal Clerk, as well as, approval from the Camden County Health Department (see guidelines)

Please list DATE, LOCATION, and/or ESTABLISHMENT of last three Temporary Events or Uses:

DATE	LOCATION	ESTABLISHMENT

I hereby certify that this temporary use permit application is authorized by the owner of record and that I (we) will conform to all applicable laws of this jurisdiction.

SIGNATURE	ADDRESS	PHONE	EMAIL

FOR OFFICE USE ONLY

Taxes Paid? YES NO

	Tax Collector	Date
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APPROVED DENIED

	Police Chief	Date
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APPROVED DENIED

	Construction Official	Date
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APPROVED DENIED

	Zoning Officer	Date
--	----------------	------

APPROVED DENIED

	Township Council	Date
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FEES: AMOUNT PAID \$ _____

DATE: _____

Tax Exempt? YES NO

GUIDELINES FOR TEMPORARY USE PERMITS

PLEASE be advised a Temporary Use Permit application WILL NOT BE APPROVED if taxes on the subject property are not current. All applications must be submitted a minimum of thirty (30) days PRIOR to the event.

When is a Temporary Use Permit required?

When an activity or use of the property is proposed for a relatively short period of time (not to exceed thirty (30) days) and that use or activity is normally prohibited in the zone in which the subject property is located, in accordance with §1104-A. For example, a hotel hosting an art auction, or card show, or a commercial business holding a tent sale or other event in their parking lot.

How is a Temporary Use Permit application obtained?

A permit application may be obtained from the Municipal Clerk's Office, Room 107 (856.488.7892), 8:30am to 5:00pm, Monday through Friday (except holidays) and on line at www.cherryhill-nj.com.

How long is a Temporary Use Permit valid?

Permits may be issued for a period not to exceed thirty (30) days. Such period may be extended by the Township Council after written application is filed during the length of the permit. Additional fees will apply.

What is the cost of a Temporary Use Permit?

The cost is \$50.00 per day for every day of the subject temporary use or event.

Is a Temporary Use Permit issued automatically?

No.

If the taxes on the property are not current, the permit application will not be approved. The permit must be submitted to the Municipal Clerk in Room 107, who will request reviews and recommendations from the Chief of Police, Construction Official and Zoning Officer specific to each application/event. The Municipal Clerk will submit the recommendations received, to the Township Council, at the next Council Meeting. The Township Council will make the final decision regarding approval of each permit.

Are any other permits required with a Temporary Use Permit?

Yes.

Construction permits are required for Temporary Use Applications that require tents larger than 16,800 sq. ft., stages, and similar type apparatus, and for all applications requiring electric and/or lighting. Construction Permits must be obtained a minimum of fourteen (14) business days before the start of the event. All building inspections at the proposed site must be completed and a Certificate of Approval (C.A.) issued by the Construction Official at least one day before the start of the event. Under no circumstances may an event start without a Certificate of Approval (C.A.) obtained from the Construction Official. Construction permits are available in the Construction Department, Room 205 (856.488.7855), or on-line at www.cherryhill-nj.com.

A *Retail Food Handlers License* is required from the Municipal Clerk, if food or beverages are to be handled or dispensed as part of the proposed use. Applications are available in the Clerk's office, Room 107, and on-line at www.cherryhill-nj.com. Fees may apply. Additionally, approval must also be obtained from the *Camden County Health Department*, (856.757.8600) and available at www.camdencounty.com/county-forms.

Are Temporary Signs permitted with a Temporary Use Permit?

Per §517-A.K of the Zoning Ordinance, only the promotion of a charitable, educational, civic, cultural or religious special events are permitted to have temporary signs, for a period not to exceed twenty (20) days. A Temporary Sign Permit must be obtained from the Municipal Clerk. Applications are available in the Clerk's office and on-line at www.cherryhill-nj.com. All other temporary signs are expressly prohibited. Fines will be imposed for violations.

**Municipal Clerk
Township of Cherry Hill
820 Mercer Street
Cherry Hill, NJ 08002
(856) 488.7892**