



CITY OF SUFFOLK

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
ZONING DIVISION

442 W. WASHINGTON STREET, SUITE 1084A
SUFFOLK, VIRGINIA 23434

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TEMPORARY USE PERMIT APPLICATION - FEE \$39

A DETAILED SITE PLAN IS REQUIRED SHOWING THE LOCATIONS, SETBACKS AND USES OF ALL STRUCTURES, INCLUDING VEHICLE PARKING/STORAGE AREAS, SIGNS AND OTHER RELEVANT INFORMATION AS MAY BE REQUIRED TO PROCESS THE APPLICATION. THIS APPLICATION AND PERMIT ARE NON-TRANSFERABLE. ONLY ONE TEMPORARY USE PERMIT PER PARCEL/LOT IS PERMITTED.

1. NAME: _____

2. PROPERTY ADDRESS/LOCATION: _____

3. TELEPHONE/FAX: _____

4. EMAIL ADDRESS: _____

5. NAME & NATURE OF TEMPORARY USE: _____

6. GENERAL INFORMATION:

- TIME PERIOD REQUESTED FOR TEMPORARY USE (LIST DATES FROM/TO)

- HOURS OF OPERATION: _____

- WILL THE TEMPORARY USE BE CONDUCTED ON PUBLIC PROPERTY?

YES ___ NO ___

IF YES, SPECIFY LOCATION _____

- ASSESSOR/S PARCEL NO (s) _____ ACCT NO. _____

- LIST ALL SIGNS, INCLUDING TYPE, NO. (INCLUDE OFF SITE DIRECTIONAL SIGNS)

- ARE YOU USING AN EXISTING PARKING LOT FOR CUSTOMER PARKING?

YES ___ NO ___

IF YES, DESCRIBE _____

- ARE YOU USING EXISTING/NEW STRUCTURES? YES ___ NO ___

IF YES, DESCRIBE _____

- ARE YOU SERVING FOOD/DRINKS? YES ___ NO ___

IF YES, DESCRIBE _____

- ARE YOU SERVING ALCOHOLIC BEVERAGES? YES ___ NO ___

PLEASE READ AND SIGN THE DECLARATION ON THE BACK OF THIS FORM

