



City of Trotwood, Ohio
3035 Olive Road, Trotwood, Ohio 45426-2600

Department of Planning & Development
Phone: (937) 854-7227 Fax: (937) 854-0574

TEMPORARY USE PERMIT

Date: _____

FEE: \$50

THE PROPERTY: Address: _____ Zip _____

PROPERTY OWNER: Name: _____ Phone#: _____

Address: _____ City _____ State ____ Zip _____

THE APPLICANT: Name: _____ Phone#: _____

Address: _____ City _____ State ____ Zip _____

TYPE OF USE/ACTIVITY: Temporary Sales/Construction Office Portable Storage Unit Other _____

Start Date _____ Endng Date _____

(OR)

Temporary Outdoor Sale

Produce Lawn and Garden Seasonal Sales Other _____

Start Date _____ Endng Date _____

Event Description _____

Items to be sold _____

Location of sales area on property _____

I certify that all information and attachments to this application are true and correct to the best of my knowledge.

Applicant's Signature _____ Email _____

Parcel ID: H33 _____ - _____ **Zoning District:** _____ **Permit #** _____

Application is _____ approved _____ not approved. _____ / _____

Planning & Zoning Administrator

Date

TEMPORARY USE PERMIT INSTRUCTIONS

When is a Temporary Use permit required?

- ❖ Prior to commencing an outdoor sale at any retail business.
- ❖ Prior to occupying a temporary sales and/or construction office in a residential development.
- ❖ Prior to the placement of any portable storage units in a residential district.

What do I have to do to receive a permit?

- ❖ Complete a Temporary Use Permit application and submit to the Zoning Administrator's Office along with a drawing showing the location of the proposed activity or use on the property.
- ❖ The information on the application shall be in compliance with the requirements of Section 1189.09 of the Zoning Code.

What's the next step?

- ❖ When review of the application is completed you will be notified by telephone that the application has been approved and the permit may be picked up, or that additional information is required. The review period is normally a minimum of three (3) business days.

Additional Permits?

- ❖ Discuss the need for other permits with the Zoning Administrator's Office.

Questions?

- ❖ If you have any questions a staff member in the Zoning Administrator's Office is available to assist you Monday through Friday from 8:00 a.m. to 4:30 p.m. at 937-854-7227.