

ORANGE COUNTY

DEPARTMENT OF PLANNING AND ZONING

COMMUNITY DEVELOPMENT
128 WEST MAIN STREET
ORANGE, VIRGINIA 22960



OFFICE: (540) 672-4347
FAX: (540) 672-0164
orangecountyva.gov

TEMPORARY USE PERMIT APPLICATION

Applicant Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____ N/A

Application must be made by the Landowner or with his/her permission. If Applicant is not the Landowner, attach (1) a completed Authorized Agent Affidavit OR (2) a letter of permission from the landowner.

Same as Applicant

Landowner Name: _____ Phone: _____

Mailing Address: _____

Temporary Use Permit being requested (check one):

<input type="checkbox"/> Temporary/seasonal sales	<i>(e.g. fireworks, ice cream, Christmas trees, produce/wayside stands, and other seasonal goods)</i>
<input type="checkbox"/> Outdoor retail sales event	<i>(e.g. flea markets, large yard sales and estate sales, "picker" events, etc.)</i>
<input type="checkbox"/> Special event	<i>(e.g. festivals, fairs, fireworks shows, horse and other animal shows, etc.)</i>
<input type="checkbox"/> Temporary housing (also complete and submit the Temporary Housing Affidavit)	
<input type="checkbox"/> Permit renewal (<i>temporary/seasonal sales only; specify below</i>)	
<input type="checkbox"/> Other temporary use (<i>specify below</i>)	

Name/Description of Use/Event: _____

Address/Location of Use/Event: _____

Tax Parcel #: _____ Size of Parcel: _____ Zoning: _____

Minimum submittal requirements:

<input type="checkbox"/>	REQUIRED	This signed, completed application
<input type="checkbox"/>	<input type="checkbox"/> N/A	An Administrative Site Plan (required except for permit renewals; see page 2)
<input type="checkbox"/>	<input type="checkbox"/> N/A	A Zoning Permit Application for Signs (if a temporary sign is to be installed)
<input type="checkbox"/>	<input type="checkbox"/> N/A	An Authorized Agent Affidavit (or other written permission if applicant is not the landowner)
<input type="checkbox"/>	<input type="checkbox"/> N/A	A VDOT Land Use (Entrance) Permit (or other VDOT approval) for entrances onto state roads
<input type="checkbox"/>	<input type="checkbox"/> N/A	Permits from the Virginia Department of Health (e.g. a Temporary Food Establishment (TFE))
<input type="checkbox"/>	<input type="checkbox"/> N/A	A Fireworks Display Permit from the County Administrator's Office
<input type="checkbox"/>	<input type="checkbox"/> N/A	An Outdoor Entertainment Permit from the County Administrator's Office

Temporary Use Permit - Administrative Site Plan (i.e. “sketch plan”)

An Administrative Site Plan is required for all Temporary Use Permit applications except for renewals, which do not need a new site plan unless the locations of any permitted structures or other items have changed. Plans may be illustrated (i.e. hand-drawn) on a plat or current survey of the property or, if desired, you may sketch your plan in the box below. If you opt to sketch below, you must include an actual plat of the property with the application.



*** If the plan is prepared separately, please write “see attached” in the space above. ***

All plans must show:

Renewal permit; no plan required

- Property lines and a north arrow for orientation purposes
- Adjoining roads and their names and route numbers (if applicable)
- Proposed temporary structures (including trailers) and/or any existing structures to be utilized
- Setback distances from adjacent property lines for any proposed temporary structures
- Points of access to the property and any proposed/existing parking areas (parking spaces must be shown)
- The location of any stream or waterbody within 100 feet of the proposed temporary use
- Outdoor seating areas, event/display areas, refuse disposal, and other related temporary facilities

