

CITY OF TUPELO TEMPORARY USE (EVENT) PERMIT
Department of Development Services
PO Box 1485, Tupelo, MS 38802-1485
Phone (662) 841-6414 FAX (662) 841-6550
E-mail address: build@ci.tupelo.ms.us



Fee: \$50.00

NAME:

ORGANIZATION:

ADDRESS:

DAY TELEPHONE:

DATES OF ACTIVITY:

LOCATION OF ACTIVITY:

1. A description of the proposed event, including:
 - a. The type of event, and general nature of the program to be presented, if applicable
 - b. The number of persons expected to attend, and, where applicable, the number of tickets to be placed on sale or the number of invitations distributed;
 - c. Is sound amplification equipment planned?

If yes, location, time and duration.
2. A security plan, including information regarding each of the following:
 - a. The number of security guards,
 - b. The agency providing security guards, its address and telephone number;
 - c. The site supervisor designated by the security agency and contact telephone number;

- d. Public safety support requested from the City of Tupelo;

 - e. Proposed means of contact between safety and security guards and City and other local emergency services during the course of the event, including the cleanup;

 - f. Location and description of any command center or supervisory office, and of any public safety, security, or first aid stations.
3. A parking plan, including information shown on the sketch plan regarding each of the following:
- a. Locations of pedestrian, vehicular, and emergency ingress and egress over the entire property, including pedestrian access to streets, driveways, and parking areas, and obstructions of vehicular right-of-way;
 - b. Locations and numbers of available off-street parking spaces within 500 yards of the property available to individuals in attendance;
 - c. Locations and numbers of available on-street parking spaces within 500 yards of the property available to individuals in attendance;
 - d. Locations, number and proposed pedestrian access plan for parking spaces located beyond 500 yards of the property available to individuals in attendance;
 - e. Locations of restricted parking zones within 500 yards of the property.

The Department of Development Services shall issue a temporary use permit only upon finding that the proposed temporary use satisfies the following requirements:

1. If the property is undeveloped, it contains sufficient open space to support the temporary use;
2. If the property is developed, it contains an area that is not actively used which would support the proposed temporary use without encroaching into or creating a negative impact on existing buffers, open space, landscaping, traffic movements, or parking space availability;
3. Tents and other temporary structures will be located so as to not interfere with the normal operations of any permanent use located on the property;
4. The proposed temporary use will be located no closer than 200 feet to a dwelling;
5. Off-street parking is adequate to accommodate the proposed temporary use;
6. Where the temporary use will occupy an existing parking area, the number of parking spaces left available will be no less than the minimum required under Chapter 11 of the Ordinance for the principal, permanent use of the property;
7. Adequate restroom facilities, if needed, are provided;
8. Adequate plan for security and safety will be implemented on and around the site of the event, including sufficient staffing, provision of pedestrian safety and traffic routing;
9. Adequate plan for public health, safety and welfare on and around the site of the event will be implemented;
10. Adequate plan for public health, safety and welfare outside the site of the event will be implemented, including a showing that the event will not likely cause interference with the movement of emergency vehicles to such an extent that adequate police, fire or other emergency service cannot be provided throughout the City and will not likely cause unreasonable or unwarranted disruption to vehicular or pedestrian traffic.
11. All inspections and permits required by applicable construction codes have been made and approved by the Building Department;
12. The use has obtained a Transient Vendors License as required by Mississippi State Code 1972, Annotated, Title 75, Chapter 85, Section 7 or has proven exemption from this provision; and
13. The temporary use meets all other applicable requirements of this Ordinance.