



# DUMFRIES, VIRGINIA

John Wilmer Porter Building  
17755 Main Street  
Dumfries, Virginia 22026-2386  
703-221-3400

[www.dumfriesva.gov](http://www.dumfriesva.gov)

date stamp

paid stamp

Taxes current  Yes  No

## TEMPORARY USE APPLICATION

*Please refer to the Town fee schedule for application fee and deposit*

Proposed Activity \_\_\_\_\_

Dates: \_\_\_\_\_ Times: \_\_\_\_\_

Site Address: \_\_\_\_\_

Number of parking spaces available: \_\_\_\_\_ Temporary Sign?  Yes  No (If Yes, provide drawings)

Location of sanitary facilities: \_\_\_\_\_

Temporary structure?  Yes  No (If structure is over 150 square feet, a building permit is required)

Is this activity being sponsored by a non-profit organization?  Yes  No

If so, provide name of organization: \_\_\_\_\_

*I have read Section 70-22 AND 70-23 of the Town of Dumfries Zoning Ordinance and hereby agree to abide by the provisions of aforesaid section and temporary activity permit. Approval of this application is based solely on the documentation provided with this application. If such information should be proven inaccurate at a later date, then approval will be considered void abinitio.*

### Applicant

Name \_\_\_\_\_  
Please Print

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

TEMPORARY ACTIVITY PERMIT CRITERIA

<u>MINIMUM SUBMISSION REQUIREMENTS</u>	Yes	No	N/A
<b>Written authorization</b> from the property owner identifying the site address, owner's name, owner's mailing address, owner's telephone number, owner's acknowledgment of proposed activity and dates activity is to operate, including availability of restrooms.			
Documentation or a letter of permission stating the <b>specific location of restrooms</b> that will be available throughout the duration of the activity.			
Commercial sites provide a <b>site plan</b> , survey plat or detailed (to scale) sketch of the site showing location of the proposed activity and the required parking at least 20 feet from all public rights-of-way. Residential sites provide a <b>house location survey</b> showing the location of the proposed activity.			
Private non-profit organizations must present <b>evidence of non-profit status</b> [i.e. copy of tax exempt certificate].			
Application <b>fee</b> and deposits.			
<b>Sign</b> drawing.			

**Setbacks:**

All elements of a temporary activity must be kept at least **20 feet** from the right-of-way. All structures, all tie-downs for tents, all products, and all storage must be kept at least 20 feet from the right-of-way.

**Signs:**

If a sign is to be erected, a drawing of the proposed sign *must accompany* the application. If a sign drawing is not submitted with this application, a sign is not permitted.

**Parking:**

Adequate parking must be provided and shown on the site plan. At least 4 parking spaces are required for roadside stands. Additional parking may be required as deemed necessary by the Zoning Administrator.

**Final Approval:**

A copy of the final zoning approval for this activity must be kept on site at all times.

**Other permits:**

Separate permits may be required by other agencies. On site food service will require a permit from the Health Department.

**Inspections:**

The Town will occasionally conduct inspections of temporary activities while they are in progress, to ensure compliance with all regulations of the Zoning Ordinance, especially signage and setback. **The deposit can be revoked for *any* violation of the Zoning Ordinance.**