



# PENDLETON

SOUTH CAROLINA

History, Hospitality & Happenings!

## Temporary Certificate of Occupancy (Temporary Use) Application

Date: \_\_\_\_\_ Request Number (to be filled by Staff): \_\_\_\_\_ - \_\_\_\_\_

### SUBMITTAL

- \_\_\_\_\_ 1) Completed Temporary Certificate of Occupancy (Temporary Use) Application.
- \_\_\_\_\_ 2) Sketch plans for the Temporary Use.
- \_\_\_\_\_ 3) Completed Building Permit Request Form for any temporary use accessory to an anticipated permanent structure.
- \_\_\_\_\_ 4) Fee as applicable on the Town of Pendleton Fee Schedule.

Name of Property Owner: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Name of Applicant (if other than property owner): \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

### Temporary Use requested:

- \_\_\_\_\_ Religious meetings
- \_\_\_\_\_ Contractor's office and equipment sheds
- \_\_\_\_\_ Christmas tree sales
- \_\_\_\_\_ Real estate sales office
- \_\_\_\_\_ Temporary buildings and trailers

How many parking spaces are required for the Temporary Use? \_\_\_\_\_

What is the existing use of the lot? \_\_\_\_\_

How many parking spaces are required for the existing use? \_\_\_\_\_

How many parking spaces are provided on the lot in total? \_\_\_\_\_

What is the address of Temporary Use? \_\_\_\_\_

What is the Zoning Classification? \_\_\_\_\_

Additional information supporting the temporary use: \_\_\_\_\_

For **Temporary Use**, the permit date shall commence on: \_\_\_\_\_ and shall end on: \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Date received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt number: \_\_\_\_\_

Zoning Administrators Approval Signature: \_\_\_\_\_

Comments: \_\_\_\_\_



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(Supplemental Information and Instructions)

### Required items in a sketch plan (drawn to scale) for the Temporary Use:

- \_\_\_\_\_ 1) The dimensions of the lot, with setbacks from property lines labeled using numbers and dimensional arrows;
- \_\_\_\_\_ 2) The proposed location of the Temporary Use in relation to the nearest structure on the lot;
- \_\_\_\_\_ 3) The proposed location of the Temporary Use in relation to the nearest boundaries of the lot upon which it is to be situated, with distances from nearest property lines labeled;
- \_\_\_\_\_ 4) The proposed location of any temporary parking areas, along with the location of existing parking spaces and maneuvering locations.
- \_\_\_\_\_ 5) List in a Site Data Chart on the sketch plan: the zone, the address, the acreage of the lot, the existing use and the square footage of its structure/use area, the proposed temporary use and the square footage of its structure/use area, the amount of parking required for existing use, the amount of parking required for temporary use, and the total amount of parking to be provided.

### Temporary Use provisions in the Town of Pendleton Zoning Ordinance

#### SECTION 306 – TEMPORARY USES

The Zoning Administrator is authorized to approve the issuance by the Town Clerk's office of a temporary Certificate of Occupancy for temporary uses, as follows:

- 306.1 Religious meetings in tents or other temporary structures in AB, AF, and CO Districts, for a period not to exceed fifteen (15) days.
- 306.2 Open lot for Christmas trees, in the NC, AB, and AF Districts for a period not to exceed forty-five (45) days.
- 306.3 Real estate sales office, in any district, except fully-or near fully-developed and occupied residential districts, for a period not to exceed one (1) year, provided no cooking or sleeping accommodations are maintained except for the watchmen structure.
- 306.4 Contractor's office and equipment sheds, and trailer-offices in any district except full – or near-fully developed and occupied residential districts, for a period of one (1) year, provided that such office be placed on the property to which it is appurtenant.
- 306.5 Temporary buildings and trailers used as offices, classrooms, and for storage on school property during construction of permanent facilities. The temporary buildings shall not provide for cooking or sleeping accommodations. Where located in residential zones, the buildings shall not create an aesthetic nuisance and may, at the discretion of the Planning Commission, be required to be skirted and/or located so as not to be visible from the view of neighboring residences. The temporary structures may be permitted for a period not to exceed one (1) year.
- 306.6 All temporary Certificates of Occupancy may be renewed provided that it is determined that said uses is clearly of a temporary nature, will cause no traffic congestion, and would not create a nuisance to surrounding uses.