



City of Kennesaw
2529 J.O. Stephenson Avenue
Kennesaw, GA 30144
770-424-8274
770-429-4559 Fax
www.kennesaw-ga.gov

**TEMPORARY USE APPLICATION
(REQUIRES MAYOR & COUNCIL APPROVAL)**

Fee \$100

Name of Business _____

Business Location (drawing of property required) _____

City _____ State _____ Zip _____ Phone # _____

Nature of Temporary Use _____

Nature of Merchandise, wares or items for sale _____

Dates of Temporary Use (not to exceed 30 days) _____

Name of Applicant _____

Home address of Applicant _____

City _____ State _____ Zip _____ Phone# _____

Legal Owner of Property (notarized letter of permission required)

Name _____ Address _____

City _____ State _____ Zip _____ Phone # _____

Regulatory Fee Paid (\$100) _____

If tent to be set up at location, check here _____ Tent Size _____

Date of Mayor & Council _____ Approved _____ Denied _____

Permit Issued _____ Permit Expires _____

Tent Permit Issued – if applicable _____

**Please have tent ready for inspection 24 hours before event starts. Tents are only inspected Monday – Friday 8:00 – 3:00 by appointment only. Any questions regarding inspections, please call (770) 429-4554



Temporary Use Certificates shall not exceed 30 days in length

Notarized letter granting permission from property owner required

Plat or drawing of property showing all intersections, parking, zoning, existing, structures and location of temporary use required

No signs, merchandise, or parking shall encroach on right of way

Temporary Use Application (Continued)

Name of Business _____

I understand that this permit is a privilege and it may be revoked at anytime. I am also aware that soliciting or canvassing outside the allowed hours can result in revocation of this permit and/or a citation. In addition, I understand that my business must conform to all rules and regulations of the City of Kennesaw and I must produce a copy of this permit upon request.

Applicant Signature _____ **Date** _____

(OFFICE USE ONLY)

Chief of Police: _____ **Date** _____

City Manager: _____ **Date** _____

Business License Clerk: _____ **Date** _____

City of Kennesaw Code of Ordinances

Sec. 22-22. Temporary use certificates.

(a) Any person intending to utilize property for a temporary use must first obtain from the mayor and council a temporary use certificate. The requirements for obtaining a temporary use certificate are as follows:

- (1) Temporary use must be a permitted use under the existing zoning classification; and
- (2) The applicant must submit the request for a temporary use certificate on forms provided by the business license officer; and
- (3) The applicant must submit a letter signed and notarized by the property owner granting express permission and consent to use the property for such temporary use; and
- (4) The applicant must submit a drawing, sketch or plat of the property showing all intersections, parking, zoning, existing structures and location of such temporary use;
- (5) The applicant shall submit a regulatory fee of \$100.00

(b) The mayor and council may issue a temporary use certificate, at its sole discretion, and in their discretion may take into consideration the affect that the temporary use would have on the public safety as well as the aesthetics of surrounding areas.

The certificate may be issued for a period of time not to exceed 30 days and no extensions will be granted.

(Ord. No. 2001-24, § 1, 10-1-01)