



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)