



**Department of Planning and Zoning**  
**Temporary Use Petition**

<b>DPZ Office Use only:</b> Case No _____ Date Filed _____
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**1. Temporary Use Request**

Description of Proposed Use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Petitioner's Name** \_\_\_\_\_

Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ (W) \_\_\_\_\_ (H)  
Email Address \_\_\_\_\_

**3. Counsel for Petitioner** \_\_\_\_\_

Counsel's Phone No. \_\_\_\_\_  
Email Address \_\_\_\_\_

**4. Property Identification**

Address of Subject Property \_\_\_\_\_  
Total Acreage of Property \_\_\_\_\_  
Property Location \_\_\_\_\_  
Election District \_\_\_\_\_ Zoning District \_\_\_\_\_  
Tax Map # \_\_\_\_\_ Block# \_\_\_\_\_ Parcel/Lot # \_\_\_\_\_  
Subdivision Name (if applicable) \_\_\_\_\_

**5. Petitioner's Interest in Subject Property**

Owner (including joint ownership)     Other (describe and give name and address of owner)  
\_\_\_\_\_  
\_\_\_\_\_

If the Petitioner is not the owner of the subject property, documentation from the owner authorizing the petition must accompany this petition.

**6. Description of Temporary Use**

Please respond in detail to all of the following items applicable to the proposed use. Pages may be attached to this application if additional space is needed.

- a. Dates of operation\_\_\_\_\_
- b. Daily hours of operation\_\_\_\_\_
- c. Is this Temporary Use proposed to recur annually under the same conditions, at the same location and at approximately the same dates of operation? Yes/No (circle one)
- d. Description of temporary structures or other improvements to be installed on subject property\_\_\_\_\_
- e. Potential number of employees/staff on site at one time\_\_\_\_\_
- f. Potential number of customers/visitors on site at one time\_\_\_\_\_
- g. Description of parking facilities, including the number of parking spaces on site; number and location of off-site parking spaces available for use; surface material of parking areas \_\_\_\_\_
- h. Description of outdoor lighting to be used, including intensity and type of existing or proposed lighting fixtures \_\_\_\_\_
- i. Potential noise levels and sources of noise generated by proposed use; proposed noise mitigation measures \_\_\_\_\_

**7. Temporary Use Plan**

All plans must be folded to approximately 8 ½ x 14 inches. The plan must be drawn to scale and must include the items listed below:

- (a) Distances to property lines

- (b) Size of property
- (c) North arrow
- (d) Scale of plan
- (e) Tax map, parcel and lot number of subject property
- (f) Existing and proposed uses, structures, parking spaces, driveways, and points of access on the subject property
- (g) Location of well and private sewerage easement, if applicable
- (h) Floor area and height of structures, setback distances, and other numerical values necessary for examination of the petition
- (i) Any other information necessary for full and proper consideration of the petition

**8. Materials, Fees, Posting and Advertising**

- a. **Original and six (6) copies of this petition**, all supplemental pages or reports, and the required plans must be submitted.
- b. The undersigned agrees to pay all costs in accordance with the current schedule of fees. The fee is **\$100.00 plus \$25.00 for a poster**. The undersigned also agrees to properly post the property at least 15 days immediately prior to the hearing, to maintain the posters as required, and to submit an affidavit of posting at the time of the hearing.

**9. Signatures**

The undersigned hereby affirms that all of the statements and information contained in, or filed with, this petition are true and correct.

The undersigned has read the instructions on this form, filing herewith all of the required accompanying information.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Signature of Attorney

\*\*\*\*\*  
**For DPZ office use only:**

Hearing fee: \$ \_\_\_\_\_  
 Poster fee: \$ \_\_\_\_\_  
 Total: \$ \_\_\_\_\_  
 Receipt No. \_\_\_\_\_

(Make checks payable to the "Director of Finance")

**County Website:** [www.howardcountymd.gov](http://www.howardcountymd.gov)

**NOTE: No appointment is needed to submit this application and payment of fees is not due until a hearing date is set and you are notified.**