



# CREVE COEUR

COMMUNITY DEVELOPMENT DEPARTMENT

300 North New Ballas Road, Creve Coeur, Missouri 63141  
 (314) 872-2500/2501 • Fax (314) 872-2505

## APPLICATION FOR TEMPORARY USES / TEMPORARY STRUCTURES

Temporary Use/Structure Information:	Applicant:
_____ <i>Name of Event</i>	_____ <i>Name</i>
_____ <i>Start Date</i>	_____ <i>Company (If Applicable)</i>
_____ <i>End Date</i>	_____ <i>Address (City, State, ZIP code)</i>
_____ <i>Street Address of Use/Event</i>	_____ <i>Telephone #</i>
_____ <i>Brief Description of Use/Event</i>	_____ <i>Fax #</i>
_____ <i>Description (continued)</i>	_____ <i>Email</i>

### ADDITIONAL APPLICATION MATERIALS:

1. A site sketch showing all existing and temporary activities and structures, including tents, trailers and portable toilets.
2. If a tent is proposed, documented proof that the tent fabric is flame-resistant in accordance with NFPA 701 shall be submitted.

**NOTE: INSPECTION REQUIRED AFTER TENT IS INSTALLED.  
 PLEASE CALL 872-2500 TO REQUEST INSPECTION.**

3. If any temporary use or structure will be located on property owned by anyone other than the applicant, a written authorization signed by the property owner must be submitted along with their address and telephone number.
4. Fees as follows:
  - **Residential:**  
 Non-refundable Application Fee: **\$25.00**  
 Reserve deposit: Waived\*  
 \*Under unique and extraordinary circumstances, deposits may be required if determined by the Director of Community Development that such reserves are warranted.
  - **Non-residential:**  
 Non-refundable Application Fee: **\$200.00**, plus  
 Reserve deposit: **\$300.00\***  
 \*Reserve deposits shall be held by the City as assurance for compliance with all codes, repair of damage to public property, return of site to former conditions and compliance with other requirements.
  - Any bona fide charitable, eleemosynary, educational, cultural or governmental institution or organization is exempt from these fee requirements; provided however, that the burden of establishing the exemption shall be on the organization or institution claiming such exemption.

**I certify that all submitted information is true and accurate and I understand that this application can be denied if any of the requirements and standards of Section 405.480 (see reverse) are not met:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only	
Site Plan Submitted <input type="checkbox"/>	Flame Resistance Certificate (if needed) <input type="checkbox"/>
Owner Authorization (if needed) <input type="checkbox"/>	Fees Received By: _____
Approved: _____	Date: _____
Title: _____	PERMIT #: _____
Original: Applicant	Copy To: Planning, Building, & Police Departments

## **SECTION 405.480: TEMPORARY USES**

- A. *Authorization.* Temporary uses are permitted as set forth in this Section 405.480 in connection with a principal use which is permitted within the applicable zoning district, upon issuance of all required permits.
- B. *Permitted Temporary Uses And Structures.* A "permitted temporary use or structure" is any use or structure that complies with the definition of "temporary use" contained in Section 405.120 including, but not limited to, the following typical uses subject to the accompanying restrictions:
1. Outdoor grand opening events, outdoor sales and other sales or promotions requiring outdoor activity, display and/or sale of merchandise, subject to the following conditions:
    - a. The property is located within a non-residential zoning district or is an institutional use, including only schools and places of worship, within a residential district.
    - b. The use is accessory to the primary use of the principal site or buildings upon the site.
    - c. The duration of any single event is limited to three (3) days.
    - d. The frequency is limited to two (2) events a year.
    - e. Adequate parking is provided for all uses of the site.
  2. Temporary off-street parking for special events, subject to the following conditions:
    - a. The property is located within a non-residential zoning district or is an institutional use, including only schools and places of worship, within a residential district.
    - b. The duration of any single event is limited to forty-five (45) days.
    - c. The frequency is limited to one (1) event per year.
    - d. Adequate parking is provided for all uses of the site.
  3. Seasonal or holiday events such as pumpkin patches or Christmas tree sales subject to the following conditions:
    - a. The duration of a single event is limited to forty-five (45) days.
    - b. The frequency is limited to one (1) event per year.
    - c. Adequate parking is provided for all uses of the site.
  4. Garage sales, estate sales, lawn sales, auctions or any other such sale that involves the sale of multiple goods, wares or items of tangible personal property conducted on any real property being used for residential purposes as per Section 605.310. Issuance of a permit under Section 605.320 shall be sufficient and no additional permit under Section 405.480 shall be required unless a temporary structure is involved.
  5. Picnics, bazaars, fairs, carnivals or similar gatherings as per Section 600.150 and further defined as a gathering of more than fifty (50) people. Issuance of a permit under Section 600.150 shall be sufficient and no additional permit under Section 405.480 shall be required unless a temporary structure is involved. However, if alcoholic beverages will not be sold and no permit under Section 600.150 is required, then a permit under this Section 405.480 shall be required if a temporary structure is involved.
  6. Temporary structures including tents that are used in conjunction with any of the above uses as per Section 405.460(C).
  7. Temporary structures or trailers that are used in conjunction with construction work only as per Section 405.650.
  8. Temporary structures or trailers that are used as sales offices subject to the following conditions:
    - a. The temporary sales office may be permitted in any district until construction of a permanent building/dwelling is completed, as determined by issuance of occupancy permit.
    - b. The temporary sales office shall comply with all setback requirements of the zoning district in which located.
  9. Temporary structures or trailers that are used in conjunction with storage of materials, with the exception of those used during construction, subject to the following conditions:
    - a. The duration is limited to ten (10) days.
    - b. The frequency is limited to two (2) times per year.
    - c. The structure or trailer must be located on an improved surface, outside of the right-of-way.
- C. *Standards:* The Director of Planning, or his designee, shall not approve a Temporary Use and issue the required permit unless the permit fee has been paid and he finds that the application and evidence presented clearly indicate that the proposed Temporary Use:
1. Complies with all other applicable provisions of the Zoning Ordinance including Environmental Performance Standards presented in Section 405.550, any applicable criteria in Section 405.470 and the conditions of any applicable conditional use permit, and the standards of this Chapter in regard to yard and setback, parking and loading areas, screening and buffering, refuse, storage and service areas, and signs.
  2. Shall be located at least ten (10) feet from the principal building if it is detached from the principal building.
  3. Membrane structure (tents) shall be located a minimum of 20 feet (fire separation distance) from principal structure. Tent fabric shall be flame-resistant in accordance with NFPA 701.
  4. Shall not be located in any required corner visibility triangle as established in Section 405.670.
  5. Shall not cause substantial injury to the public welfare or safety of the principal use or structure or neighboring properties.
  6. Shall be compatible with the surrounding area and thus will not impose an excessive burden or have a substantial negative impact on surrounding or adjacent users or services.
  7. Site plan provided with application.