



Temporary Use Permit Application

Permit #: _____
 Date issued: _____

Applicant Information

Business or Organization Name: _____

Business Address: _____

Authorized Representative Name and Title(Printed): _____ Signature: _____

Daytime Telephone: _____

Start Date: _____ End Date: _____ (Select one)

Hours/time of the use or event: _____ Temporary sign needed: [Yes or No]

Type of Outdoor Use/Event (subject to regulations in Zoning Ordinance Sections 731 and 1204)

- Seasonal Event/Holiday Sales
- Charitable or Non-Profit Event (Attach Supporting Documents)
- Retail Sidewalk/Parking Lot/Tent Sale
- Will there be a tent or canopy?
 Dimensions _____ x _____
 (Tents in excess of 399 square feet and canopies in excess of 699 square feet require approval from Gwinnett County Fire Marshal)
- Media/Film Production (Apply at cityoflilburn.com/film)
- Will there be mobile vending? (Food Trucks, pushcart, food trailer) Number of Units: [1 or 2]
- Use of Right-of-Way or Road Closures (requires road closure application)
- Lil' Block Party (additional form required)

Description: _____

PROPERTY OWNER/COMPANY	VENDOR CONTACT
Business Name	Name
Street, Suite	Street, Suite
City, State, Zip	City, State, Zip
Owner Name (print)	Contact Name (print)
Signature:	
Phone:	Phone:
Email:	Email:

**Attach photo ID, and proof of \$1,000,000 Certificate of Insurance, occupational tax certificate, and site plan in compliance with Zoning Ordinance Section 1204

Application must be submitted at least 14 days prior to the proposed event to allow for proper review and approval. Please do not advertise for the proposed event until the Temporary Use Permit is approved and all permit fees are paid. Advertising prior to permit approval may result in denial of the requested Temporary Use Permit.



Temporary Use Permit Application

Rules and Regulations Acknowledgment

- Select which type of Temporary Use permit being applied for. Then Sign at the bottom acknowledging the Rules and Regulations

Temporary outdoor seasonal activities.

- Duration and frequency of temporary outdoor seasonal activities. All temporary outdoor seasonal activities, shall be permitted for a period of seven consecutive days from the date of initiation of the temporary outdoor seasonal activity, four times per calendar year, one per parcel per calendar month with the following exemptions and conditions:
- Christmastree sales shall be permitted between November 1 and December 25 due to the seasonal nature of such sales.
- Pumpkin and Halloween seasonal sales shall be permitted between September 15 and October 31 due to the seasonal nature of such sales.
- Fireworks stands and carnivals shall be permitted for a period of 15 consecutive days one time per calendar year per property.
- Charitable/Non-profit organizations are allowed to hold events on property not owned by said organization up to four times per year per property exclusive of the owners' allocated four times per year. All other requirements and limitations apply.
- Operations are limited to a maximum 12-hour period per day.
- Operations must cease by 9:00 p.m. on weekday evenings (Sunday through Thursday) and 10:00 p.m. on weekend evenings (Friday and Saturday), unless otherwise directed by the Planning Director.
- The premises shall be cleaned and cleared of all litter, trash and debris and all equipment, materials, signs, temporary power poles, etc., associated with the temporary use within two days of the last day specified for such use.

Temporary outdoor retail sales activities.

- All temporary outdoor retail sales display activities are permitted for a period of three consecutive days from the date of initiation of the temporary outdoor retail sales display activity.
- Temporary outdoor retail sales permits are limited to 12 times per calendar year and one per calendar month, per property/parcel.
- Temporary outdoor retail display activities are limited to 12 hours of operation per permitted calendar day.
- Operations must cease by 9:00 p.m. on weekday evenings (Sunday through Thursday) and 10:00 p.m. on weekend evenings (Friday and Saturday), unless otherwise directed by the Director.
- Upon the expiration of the authorized Temporary Use Permit, all equipment, materials, signs, temporary power poles, etc., associated with the temporary retail sales and display use shall be removed from the property within two days. Permitted mobile food vending units shall leave immediately following the expiration of the event.

Signature: _____

Print Name: _____

Date: _____

Temporary Use Permit Application

Rules and Regulations Acknowledgment



Mobile Vending

❖ Check and sign acknowledging the Mobile Vending Rules and Regulations.

721-1. Use restrictions.

- Within the CB/U.S. 29 Overlay, mobile food vending is limited to servicing actual, ongoing construction sites and businesses licensed as breweries.
- Within residential districts, mobile food vending is limited to vehicles dispensing ice cream/ small frozen dessert products.
- No mobile food vending is permitted within 300 feet of any school.
- No mobile food vending on private, city or Gwinnett County property without documented approval from the property owner.
- Mobile food vending may be permitted in conjunction with a Temporary Use permit as defined in Section 731 Temporary Uses and Section 1204 Temporary Use Permit subject to a fee according to annual rate resolution.
- Mobile food vending is permitted at breweries as defined in section 6-87.6 herein according to vendors standards for hours of operation and outdoor activity defined in Section 738.
- Mobile food vendors must meet all state, health department, and city licensing requirements prior to commencing operations in the City of Lilburn. City licensing requirements are provided in Chapter 14, Businesses.

721-2. Operating Limitations.

- Unless operating as an approved vendor associated with a city sponsored or co-sponsored event or permitted temporary use, or at a brewery, the mobile food vendor may stop a maximum of 15 minutes per stop and must move at least one block before making another stop.
- The mobile food vendor must park the mobile food vending unit legally.
- No mobile food vending in congested areas where it may impede or inconvenience the public or create a traffic hazard.
- Amplified sounds shall not be used to attract attention.
- If the mobile food vendor is on an active route, the mobile food vendor must incorporate flashing lights or signage indicating frequent stops by vehicle.
- No mobile food vending is permitted after 8:00 p.m., or before 6:00 a.m., unless associated with a city sponsored or co-sponsored event, permitted temporary use, or operating at a brewery site.
- No door-to-door solicitation.

Signature: _____ Print Name: _____ Date: _____

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Lil' Block Party – Supplement

- ❖ This page must be completed **in addition** to the City of Lilburn Temporary Use Permit Application when requesting a Lil' Block Party.

Event Details

- Event Date: _____
- Event Time (including setup and breakdown): _____
- Expected Attendance: _____

Event Description

- Planned Activities (music, performances, vendors, etc.):

-
- Will alcohol be served outside of businesses? Yes No
(If yes, attach copy of City & State special event alcohol permit application)

Acknowledgments

- I have obtained approval from all impacted businesses (92–127 Main Street).
- My business is in good standing with the City of Lilburn.
- I will provide a \$500 refundable deposit (cash or check) prior to event approval.
- I understand I am responsible for event setup, management, and cleanup.
- I will maintain accessibility for pedestrians.
- I will ensure food vendors comply with Gwinnett County Health Department and Fire Marshal regulations.
- I understand that if police personnel are required, the cost will be incurred by the applicant.
- I understand and will comply with alcohol ordinance Chapter 6- Alcoholic Beverages.
- I understand that all bagged trash must be placed in the dumpster by the end of the event.

Attachments

- Certificate of Insurance with the City of Lilburn endorsed
- Hold Harmless agreement

Applicant Signature: _____ Date: _____