



801 Crawford Street, Portsmouth, Virginia 23704

# Temporary Use Permit Application Form

[www.portsmouthva.gov/planning](http://www.portsmouthva.gov/planning)

**Notes:**  
1. The maximum time frames for temporary uses are listed in Section 40.1-4.5 of the zoning ordinance.

### 1. General Project Information

Project Address:

Tax Parcel Identification Number:

### 2. Written Description of Temporary Use

Provide a written description of the temporary use including the dates, hours of operation, and duration of temporary use, including setup, removal, and cleanup. Attach additional sheets, maps, sketches, or photos, as needed.

### 3. Submittal Requirement Checklist

*(Submittals should include 3 copies of listed items, unless otherwise stated.)*

<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Temporary Use Permit Application Form
<input type="checkbox"/>	Copy of an approved Certificate of Appropriateness (COA) if located within the D1 Downtown district or within a historic district
<input type="checkbox"/>	Copy of an approved Certificate of Compliance (D2) if located within the D2 Uptown district
<input type="checkbox"/>	A plot plan drawn to scale that includes the location of lot, adjacent streets within 200', size of property, location of parking and electrical power source, location and size of other accessory structures, and proposed landscaping plan and lighting information
<input type="checkbox"/>	List of vendors, including name, address, phone number, and copy of their city business license, where applicable
<input type="checkbox"/>	Any additional information determined to be necessary by the Planning Department
<input type="checkbox"/>	Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual