

**VILLAGE OF PALMYRA
TEMPORARY USE PERMIT APPLICATION
FEE \$25**

1. Name of Business: _____

Location Address: _____

Phone#: _____

Email: _____

2. Property owner name: _____

Property owners address: _____

Property owners Phone #: _____

3. Please describe the temporary use: _____

4. Indicate the starting and end dates for the temporary use:

Start Date: _____ Ending date: _____

Total number of days: _____

5. Be sure to include the following with your application:

- ✓ **Basic site plan**
- ✓ **Landowner's note of approval**
- ✓ **\$25.00 fee**

Note: See S17.02(3)(e) for additional requirements for temporary uses and length of time various permit types are valid for.

The applicant certifies, by his or her signature below, familiarity with State of Wisconsin and Village of Palmyra regulations and procedures pertaining to this application for Land Use approval. The undersigned further certifies that the information contained in this application and all accompanying attachments and exhibits are true and correct to the best of his or her knowledge.

For all requests, professional service fees from the Village Engineer, Zoning Administrator and Attorney are the costs of the applicants / property owner per Section 17.17(6)(b) of the Village of Palmyra Zoning & Development Code.

Date Filing _____

Applicant's Signature _____

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Date Received: _____/_____/_____

Application Received By: _____

Building Inspector Approval _____ Date _____

Zoning Administrator Approval _____

Date _____

NOTICE

PLEASE BE ADVISED that pursuant to Village of Palmyra Ordinance No. 06-17. the Village of Palmyra Village Board has determined that the Village Treasurer shall charge the property owner for costs incurred by the Village whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other professional results in a charge to the Village for professional time and services if such service is not a service supplied to the Village as a whole,. Also be advised that pursuant to the Village of Palmyra Ordinances certain other fees, costs and charges are the responsibility of the property owner making application to the Village.

I, the undersigned, hereby acknowledge that I have been advised that, pursuant to the Village of Palmyra Ordinance No. 06-17. if the Village Attorney, Village Engineer, Village Planner, or any other professional provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village and, in the event I fail to timely pay such charges, the Village will assess them against my property as a special charge together with any accrued interest. Also I have been advised that pursuant to the Village of Palmyra code certain other fees, costs and charges are my responsibility.

Dated this ____ day of _____ 20____

Signature of the Property Owner: _____

If you are not the property owner please contact them and have them sign this page.

Please Print Name of Property Owner: _____

Address of Property: _____

Tax Key No. of Property: _____

- Original kept on file with Village Clerk.
- Copy provided to Property Owner.