



PENDLETON

SOUTH CAROLINA
History, Hospitality & Happenings!

Temporary Certificate of Occupancy (Temporary Use) Application

Date: _____ Request Number (to be filled by Staff): _____ - _____

SUBMITTAL

- _____ 1) Completed Temporary Certificate of Occupancy (Temporary Use) Application.
- _____ 2) Sketch plans for the Temporary Use.
- _____ 3) Completed Building Permit Request Form for any temporary use accessory to an anticipated permanent structure.
- _____ 4) Fee as applicable on the Town of Pendleton Fee Schedule.

Name of Property Owner: _____

Address: _____

Phone number: _____ Email: _____

Signature of Property Owner: _____

Name of Applicant (if other than property owner): _____

Address: _____

Phone number: _____ Email: _____

Signature of Applicant: _____

Temporary Use requested:

- _____ Religious meetings _____ Christmas tree sales _____ Real estate sales office
- _____ Contractor's office and equipment sheds _____ Temporary buildings and trailers

How many parking spaces are required for the Temporary Use? _____

What is the existing use of the lot? _____

How many parking spaces are required for the existing use? _____

How many parking spaces are provided on the lot in total? _____

What is the address of Temporary Use? _____

What is the Zoning Classification? _____

Additional information supporting the temporary use: _____

For **Temporary Use**, the permit date shall commence on: _____ and shall end on: _____

*******OFFICE USE ONLY*******

Date received: _____ Fee Paid: _____ Receipt number: _____

Zoning Administrators Approval Signature: _____

Comments: _____



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(Supplemental Information and Instructions)

Required items in a sketch plan (drawn to scale) for the Temporary Use:

- _____ 1) The dimensions of the lot, with setbacks from property lines labeled using numbers and dimensional arrows;
- _____ 2) The proposed location of the Temporary Use in relation to the nearest structure on the lot;
- _____ 3) The proposed location of the Temporary Use in relation to the nearest boundaries of the lot upon which it is to be situated, with distances from nearest property lines labeled;
- _____ 4) The proposed location of any temporary parking areas, along with the location of existing parking spaces and maneuvering locations.
- _____ 5) List in a Site Data Chart on the sketch plan: the zone, the address, the acreage of the lot, the existing use and the square footage of its structure/use area, the proposed temporary use and the square footage of its structure/use area, the amount of parking required for existing use, the amount of parking required for temporary use, and the total amount of parking to be provided.

Temporary Use provisions in the Town of Pendleton Zoning Ordinance

SECTION 306 – TEMPORARY USES

The Zoning Administrator is authorized to approve the issuance by the Town Clerk’s office of a temporary Certificate of Occupancy for temporary uses, as follows:

- 306.1 Religious meetings in tents or other temporary structures in AB, AF, and CO Districts, for a period not to exceed fifteen (15) days.
- 306.2 Open lot for Christmas trees, in the NC, AB, and AF Districts for a period not to exceed forty-five (45) days.
- 306.3 Real estate sales office, in any district, except fully-or near fully-developed and occupied residential districts, for a period not to exceed one (1) year, provided no cooking or sleeping accommodations are maintained except for the watchmen structure.
- 306.4 Contractor’s office and equipment sheds, and trailer-offices in any district except full – or near-fully developed and occupied residential districts, for a period of one (1) year, provided that such office be placed on the property to which it is appurtenant.
- 306.5 Temporary buildings and trailers used as offices, classrooms, and for storage on school property during construction of permanent facilities. The temporary buildings shall not provide for cooking or sleeping accommodations. Where located in residential zones, the buildings shall not create an aesthetic nuisance and may, at the discretion of the Planning Commission, be required to be skirted and/or located so as not to be visible from the view of neighboring residences. The temporary structures may be permitted for a period not to exceed one (1) year.
- 306.6 All temporary Certificates of Occupancy may be renewed provided that it is determined that said uses is clearly of a temporary nature, will cause no traffic congestion, and would not create a nuisance to surrounding uses.