



City of Glenn Heights Temporary Use Application
2118 S. Uhl Road, Glenn Heights, TX 75154

Application Type

- Asphalt or Concrete Batch Plant Sales Trailer Model Home Seasonal Sales
 Carnival, Circus, Tent Revival or Special Event Refreshment Stands

Owner Information

Name: _____ Phone: _____ Fax: _____
Street Address: _____ City: _____
State: _____ Zip code: _____ Email: _____
Owner Signature: _____ Date: _____

Applicant Contact Information

Name & Title: _____ Company Name: _____
Street Address: _____ City: _____
State: _____ Zip code: _____ Phone: _____ Fax: _____

Activity Information

Event Site Location: _____ Total Acres: _____
Event Address: _____ County: _____
Subdivision Name: _____ No. of Lots & Blocks: _____
Full description of the proposed activity (attach additional sheets if necessary):

Number of anticipated attendees? _____ Hours of Operation? _____
Will there be live entertainment? ___ No ___ Yes (if yes please explain) _____
Will you serve alcohol? ___ No ___ Yes (if yes please explain) _____
Sales Tax Number: _____
Start Date: _____ Completion Date: _____

Effective 07.10.19



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Minimum Application Filing Requirements Checklist
Asphalt or Concrete Bath Plant

The minimum requirements for filing a Temporary Use Permit Application for an asphalt or concrete batching plant are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed Temporary Use Permit Application \$150.00
- Three (3) copies of illustrations, sketches or drawings of 24"x36" or 11"x17" depending on size and clarity to show without further explanation the following
 - Size and location of the property
 - Location of the adjacent street(s)
 - Location and size of all structures on the site
 - Location of structures on adjacent lots
 - Location and number of parking spaces
 - Location of any temporary fences, signs or structures to be installed as part of the temporary use
- Copy of applicable state license(s) or permit(s)

A temporary asphalt or concrete batching plant permit may be approved by the City Manager, subject to the conditions of this section. Any exceptions to the following conditions shall require approval of the City Council. By initialing each item, you acknowledge your understanding and acceptance of these conditions:

_____ The batching plant site shall comply with all applicable provisions of the city, state and federal laws.

_____ The batch plant shall not be located within one thousand feet (1000') of an inhabited residence.

_____ Hours of operation and hauling shall be limited to Monday through Friday, 7:00 a.m. to 6:00 p.m. and Saturday, 9:00 a.m. to 5:00 p.m. Aggregate trucks shall be prohibited from hauling to or from the site on Sunday.

_____ The batch plant permit shall be valid for a three-month period. No extensions will be allowed without approval of the City Council.

_____ No portion of the batch plant or its operation shall be located on a public or private street, or on land dedicated to the city for parks and open space.

_____ The batch plant shall only furnish concrete, asphalt, or both, to the specific project for which the temporary permit is issued. The placement of a temporary batching plant for a private project is restricted to the site of the project.

_____ The temporary plant shall be operated in a manner that eliminates unnecessary dust, noise and odor (as illustrated by, but not limited to, covering trucks, hoppers, chutes, loading and unloading devices and mixing operations, and maintaining driveways and parking areas free of dust).

_____ A bond issued to the City of Glenn Heights, in the amount determined by the City Manager or his or her designee, shall be required prior to the issuance of the TUP for the restoration of the site. The site must be clear of all equipment, material and debris as well as all contaminated soil, chemicals and hazardous waste within seven (7) calendar days of completion of the project. In the event the site has been restored the bond will be returned to the applicant. In the event the site has not been restored to the satisfaction of the City Manager, the City will make every attempt to have the repairs complete within a period of one hundred and eighty (180) days thereupon returning any dollar amount in excess of the bond.

_____ A bond issued to the City of Glenn Heights, in an amount desired by the City Manager or his or her designee, shall be required prior to the issuance of the TUP for the repair of all public improvements that are damaged by any and all equipment necessary for and during the operation of the temporary batching plant. The applicant may choose to make the necessary repairs or replacements within the even these repairs and replacements have not been made to the satisfaction of the City Manger the City will make every attempt to have the repairs complete within a period of one hundred and eighty (180) days thereupon returning any dollar amount in excess of the bond.

_____ Upon issuance and expiration of the temporary permit and cessation of activities, the City Building Official and permittee shall walk the site to verify compliance with these special conditions.

_____ Every attempt should be made by the applicant to ensure that no residential street is utilized for ingress and egress to the batch plant.



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Minimum Application Filing Requirements Checklist
Sales Trailer

The minimum requirements for filing a Temporary Use Permit Application for an asphalt or concrete batching plant are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed Temporary Use Permit Application \$150.00
- Three (3) copies of illustrations, sketches or drawings of 24"x36" or 11"x17" depending on size and clarity to show without further explanation the following
 - Size and location of the property
 - Location of the adjacent street(s)
 - Location and size of all structures on the site
 - Location of structures on adjacent lots
 - Location and number of parking spaces
 - Location of any temporary fences, signs or structures to be installed as part of the temporary use
- Copy of applicable state license(s) or permit(s)

A temporary sales trailer permit is subject to the conditions of this section. Any exceptions to the following conditions shall require approval of the City Council. By initialing each item, you acknowledge your understanding and acceptance of these conditions:

_____ A temporary permit allowing sales from a modular trailer (mobile office) shall be valid until the issuance of a Certificate of Occupancy for a model home or for one hundred fifty (150) days, whichever comes first. There shall be no extension of such temporary permit. A trailer shall not be used for living or sleeping purposes.

_____ The trailer must be removed within thirty (30) days after the issuance of a Certificate of Occupancy for a model home or one hundred fifty (150) days, whichever comes first.

_____ The trailer must be single-wide with a maximum length of seventy (70) feet.

_____ The trailer must have ground anchors for every ten feet (10') of the length of the trailer.

_____ The trailer must have skirting around the trailer to conceal the undercarriage.

_____ The trailer must be located in a platted subdivision on a lot which is owned by the applicant, builder, or developer and be located behind the front yard building line.

_____ Location of the trailer and landscaping plans must be approved by the City Manager or his/her designee.

_____ At a minimum, landscaping shall include foundation planting for the front of the trailer to conceal the skirting, and the front yard (twenty-five feet (25') or building line whichever is greater) and side yards (four feet (4') minimum) must be grassed. Side yards must have a one to five (1-5) gallon shrub every three feet (3') with seasonal flowers between.

_____ A temporary three-foot (3') wide concrete sidewalk to the parking area is required from the trailer to the curb.

_____ Building permit fees for the temporary sales trailer will be required and assessed according to the fee schedule and any necessary utility connection fees shall be paid.

_____ Temporary off-street parking of an approved all-weather surface shall be provided at a minimum rate of two spaces per proposed model home on the same side of the street as the models. Parking must also include at least one hard surface (i.e. concrete, asphalt etc.) parking space for handicap citizens.

_____ Upon issuance and expiration of the temporary permit and cessation of activities, the City Building Official and permittee shall walk the site to verify compliance with these special conditions. Upon the expiration of the temporary permit or the completion of the model home, whichever comes first, the City Building Official and permittee shall walk the site and verify that all temporary facilities have been removed.



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Minimum Application Filing Requirements Checklist
Model Home

The minimum requirements for filing a Temporary Use Permit Application for a model home are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed Temporary Use Permit Application \$150.00
- Three (3) copies of illustrations, sketches or drawings of 24"x36" or 11"x17" depending on size and clarity to show without further explanation the following
 - Size and location of the property
 - Location of the adjacent street(s)
 - Location and size of all structures on the site
 - Location of structures on adjacent lots
 - Location of landscaping and location and number of parking spaces
 - Location of any temporary fences, signs or structures to be installed as part of the temporary use
- Copy of applicable state license(s) or permit(s)

The construction of model homes after approval of the Final Plat and prior to the acceptance of public improvements by the City shall be subject to the conditions of this section. Any exceptions to the following conditions shall require the approval of the City Council. By initialing each item, you acknowledge your understanding and acceptance of these conditions:

_____ No model home may be constructed prior to the approval of the Final Plat and issuance of a building permit by the City.

_____ No model home shall be sold until a Final Certificate of Occupancy has been issued for the structure.

_____ The developer/owner shall file a hold harmless agreement, in a form acceptable to the City Attorney, with the City agreeing to fully indemnify and release the City from all claims, suits, judgements and demands against the City which have accrued or which may accrue, and to hold the City harmless from all claims, suits, judgements and demands against the City, either severally or jointly, which have accrued or which may accrue as a result of the improvements, including sidewalks, streets, water and sewer lines, installations of electricity and other utilities not have been fully inspected and approved by the City.

_____ The hold harmless agreement shall also indicate that the City shall assume no liability for the development or construction of the development or improvements. The City only grants permission for the construction and showing of the model homes and in no way shall be held liable for the development of the subdivision/project or for any injury or damages which may result from the improvements, including those mentioned above, not having been fully inspected and accepted by the City.

_____ Upon expiration of the temporary permit and cessation of activities, the city building official and permittee shall walk the site to verify compliance with these special conditions.

_____ Failure to fully construct a model home within six (6) months of the issuance of the building permit shall constitute a substandard structure and a public nuisance that may subject the structure to proceedings

associated with the repair or demolition of substandard structures and to permit a lien to be placed upon the property.



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Minimum Application Filing Requirements Checklist
Seasonal Sales

The minimum requirements for filing a Temporary Use Permit Application for seasonal sales are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed Temporary Use Permit Application \$150.00
- Three (3) copies of illustrations, sketches or drawings of 24"x36" or 11"x17" depending on size and clarity to show without further explanation the following
 - Size and location of the property
 - Location of the adjacent street(s)
 - Location and size of all structures on the site
 - Location of structures on adjacent lots
 - Location of landscaping and location and number of parking spaces
 - Location of any temporary fences, signs or structures to be installed as part of the temporary use
- Copy of applicable state license(s) or permit(s)

A temporary use permit may be issued by the City Manager or his or her designee for a seasonal sales use. The City Manager or his or her designee shall consider each request independently and may or may not approve the requires. Temporary Use Permits for seasonal sales shall be subject to the following conditions. By initialing each item, you acknowledge your understanding and acceptance of these conditions:

_____ Temporary use permits shall be issued only for the seasonal sales merchandise such as Christmas trees, pumpkins, landscape vegetation and fresh produce.

_____ The outdoor display and sales of seasonal items such as mentioned above shall only be allowed in non-residential districts.

_____ A temporary permit shall only be issued to any applicant and for any property twice per calendar year and only for thirty (30) day periods.

_____ The use shall not involve more than one tent or temporary building on a lot.

_____ The applicant shall have written permission from the property owner.

_____ No structure or activity relating to the temporary use shall be located within the required yard setbacks, easements, pedestrian walkways or right-of-way.

_____ All outdoor display shall be removed within two (2) calendar days after the expiration of the permitted time.

_____ Upon both the issuance and expiration of the temporary permit and cessation of activities, the City Building Official and permittee shall walk to verify compliance with these special conditions.



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Minimum Application Filing Requirements Checklist
Carnival, Circus, Tent Revival or Special Event

The minimum requirements for filing a Temporary Use Permit Application for a carnival, circus, tent revival or special event are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed Temporary Use Permit Application \$150.00
- An attachment containing the following
 - Name, address and telephone number of the person, organization or company
 - Dates and times of operation of the carnival, circus, tent revival or special event.
 - A plan showing in detail the different component parts of the temporary carnival, circus, tent revival or special event, including all shows, concessions, amusements, businesses, and the location of each on the property
 - A written lease or agreement from the owner of such property stating permission to the applicant to operate a temporary carnival, circus, tent revival or special even on the property.
 - A written agreement with the City, signed by all parties, dictating all pertinent understanding regarding reimbursement to the City for expenses incurred relevant to this event.
 - Proposed location and size of parking area.
 - Location and quantity of sanitary facilities, including but not limited to toilets and hand washing stations.
 - The approximate number of persons who are attending and, if applicable, the number and types of animals and vehicles that will constitute such event.
 - The location and orientation of loudspeakers or sound amplification devices, if any.
 - Proof of public liability insurance with minimum combined limits of five million dollars (\$5,000,000). The City of Glenn Heights shall be named as an additional insured on the policy.
 - Any other information the City shall deem necessary under the standards for issuance
- Copy of applicable state license(s) or permit(s)

A temporary use permit for a carnival, circus, tent revival or special event may be issued by the City Manager or his or her designee, subject to the following conditions. By initialing each item, you acknowledge your understanding and acceptance of these conditions:

_____ Coordination with the City Manager or his or her designee shall begin a minimum of ninety (90) days prior to submission of an application for TUP. Application for a permit shall be made no less than ten (10) business days prior to the date such temporary carnival, circus, tent revival or special event shall commence operation.

_____ The fee for such permit shall be charged according to the fee schedule. Nonprofit organizations shall be exempt from permit fees upon submission of evidence of the nonprofit status of the organization.

_____ The application for a permit shall contain all attachments listed above.

_____ Safe and orderly movement of normal vehicular and pedestrian traffic shall not be interrupted. However, street closures may be coordinated with and approved by the City Manager or his or her designee.

_____ The temporary use shall not impede the movement of firefighting equipment, police, ambulances or public works.

_____ Police security (State certified Police Officer) must be provided at the applicant's expense. However, the Glenn Heights' Chief of Police shall have the discretionary authority to determine the number of Officers and hours of operation when said Police security shall be necessary.

_____ Waste from animals shall be removed frequently no less than daily from the premises. Reduction of odor and insurance of a sanitary environment shall determine the frequency of animal waste removal. Animals shall not be kept closer than three hundred (300') to any residence or commercial establishment during non-operating hours of such event. Should the event involve the use of wild animals as defined by state law and city ordinances, regulations associated with such animals shall apply and require compliance.

_____ The applicant shall be reviewed by the Building Official and Police and Fire departments for security, fire and safety related issues.

_____ The permit will be valid for a maximum period of ten (10) consecutive days which time includes event set up.

_____ The City will review the permit application in conjunction with the City's Special Event Ordinance as it exists and as it may be amended.

_____ Prior to the opening of the carnival, circus, tent revival or special event and upon expiration of the temporary permit and cessation of activities, the City Building Official and permittee shall walk the site to verify compliance with these special conditions.



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Minimum Application Filing Requirements Checklist
Refreshment Stand

The minimum requirements for filing a Temporary Use Permit Application for a refreshment stand are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed Temporary Use Permit Application \$150.00
- Three (3) copies of illustrations, sketches or drawings of 24" x 36" or 11" x 17" depending on size and clarity to show without further explanation the following:
 - Size and location of the property
 - Location of the adjacent street(s)
 - Location and size of all structures on the site
 - Locations of structures on adjacent lots
 - Location of landscaping and location and number of parking spaces
 - Location of any temporary fences, signs or structures to be installed as part of the temporary use
 - Scaled site plan showing the location and design of a "safety" area
- Copy of applicable state license(s) or permit(s)

A temporary use permit for a refreshment stand may be issued by the City Manager or his or her designee, subject to compliance with the following conditions. It shall be the responsibility of the applicant to comply with all provisions of this section. By initialing each item, you acknowledge your understanding and acceptance of these conditions:

_____ A portable building may be used on a temporary basis as a refreshment stand for a period not to exceed six (6) months on the same lot or parcel within any consecutive twelve (12) month period, measured from the date of the issuance of the temporary permit.

_____ A deposit in a sum according to the fee schedule shall be required at the time the temporary permit for the refreshment stand is obtained to ensure the removal of the stand if the use is discontinued and the stand is not removed from the sit within ten (10) calendar days of the expiration or abandonment of the permit. Such deposit will be refunded once the stand has been removed, prior to ten (10) calendar days after the permit expires, and all other requirements have been met. Failure to timely remove the stand and otherwise comply with these requirements shall cause the deposit to be forfeited and deposited into the City's general fund.

_____ All other applicable permits relative to providing food service must be obtained and satisfy all applicable state and local regulations associated with food sanitation. Failure to so comply may render the permit null and void and require immediate cessation of food service.

_____ A refreshment stand may only be located on parking spaces or retail and/or commercial property, provided that such spaces are not necessary to meet the minimum parking requirements of the other uses on the lot or parcel.

_____ A refreshment stand in a portable building shall not be located within nor encroach upon, a fire lane, maneuvering aisle, vehicle stacking space or required landscaping areas of the lot or parcel upon which the facility is placed. The location of such facility shall comply with all visibility obstruction regulations of the City.

- _____ A Site Plan shall be submitted providing a well-delineated “safety” area to keep vehicles from entry into the stand and table area. Such Site Plan shall be prepared to scale and reviewed and approved by the Building Official and the Fire Marshal.
- _____ The refreshment stand shall be located on an approved concrete surface.
- _____ The refreshment stand shall be no more than a maximum of eight feet by twelve feet (8’ x 12’) in size.
- _____ The refreshment stand shall obtain a health permit and meet all health requirements promulgated by the Dallas or Ellis County (whichever is applicable) health regulations and the Texas State Department of Health and as set forth in the City’s regulations governing same. Failure to so comply shall render the permit null and void and require the immediate cessation of food services.
- _____ Upon both the issuance and expiration of the temporary permit and cessation of activities, the City Building Official and permittee shall walk the sit to verify compliance with these special conditions.