



# City of Menasha Application Temporary Use Permit

SUBMIT TO:  
City of Menasha  
Dept. of Com. Development  
100 Main Street, Suite 200  
Menasha, WI 54952-3190  
PHONE: (920) 967-3650

## APPLICANT INFORMATION

Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Petitioner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Status of Petitioner (Please Circle)  Owner  Representative  Tenant  Prospective Buyer

Petitioner's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

## OWNER INFORMATION

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Ownership Status (Please Circle):  Individual  Trust  Partnership  Corporation

### **Property Owner Consent: (required)**

By signature hereon, I/We acknowledge that City employees may, in the performance of their functions, enter upon the property to inspect or gather information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Community Development Department for incomplete submissions or other administrative reasons.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TEMPORARY USE INFORMATION

Address/Location of Proposed Activity: \_\_\_\_\_

Description of Proposed Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of Proposed Activity: \_\_\_\_\_

### SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.

- Map of the immediate area showing property involved. Area to be used for the temporary use identified.
- A site plan drawn to readable scale showing present status of property.
- Street address, adjacent streets, intersections and any other information or landmarks to help identify the property.
- Location of existing uses, structures, fences and signs and location of proposed temporary use, structures, fences and signs.
- A written narrative explaining the requested temporary use and detail discussion of the project.

➤ **Fee of \$225.00 is due at time of application, payable to the City of Menasha (fee is nonrefundable).**

Staff \_\_\_\_\_ Date Rec'd \_\_\_\_\_