



DUMFRIES, VIRGINIA
Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

date stamp

paid stamp

Taxes current Yes No

TEMPORARY USE APPLICATION

Please refer to the Town fee schedule for application fee and deposit

Proposed Activity _____

Dates: _____ Times: _____

Site Address: _____

Number of parking spaces available: _____ Temporary Sign? Yes No (If Yes, provide drawings)

Location of sanitary facilities: _____

Temporary structure? Yes No (If structure is over 150 square feet, a building permit is required)

Is this activity being sponsored by a non-profit organization? Yes No

If so, provide name of organization: _____

I have read Section 70-22 AND 70-23 of the Town of Dumfries Zoning Ordinance and hereby agree to abide by the provisions of aforesaid section and temporary activity permit. Approval of this application is based solely on the documentation provided with this application. If such information should be proven inaccurate at a later date, then approval will be considered void abinitio.

Applicant

Name _____ Signature _____
Please Print

Address _____ Phone _____

_____ Email _____

TEMPORARY ACTIVITY PERMIT CRITERIA

<u>MINIMUM SUBMISSION REQUIREMENTS</u>	Yes	No	N/A
Written authorization from the property owner identifying the site address, owner's name, owner's mailing address, owner's telephone number, owner's acknowledgment of proposed activity and dates activity is to operate, including availability of restrooms.			
Documentation or a letter of permission stating the specific location of restrooms that will be available throughout the duration of the activity.			
Commercial sites provide a site plan , survey plat or detailed (to scale) sketch of the site showing location of the proposed activity and the required parking at least 20 feet from all public rights-of-way. Residential sites provide a house location survey showing the location of the proposed activity.			
Private non-profit organizations must present evidence of non-profit status [i.e. copy of tax exempt certificate].			
Application fee and deposits.			
Sign drawing.			

Setbacks:

All elements of a temporary activity must be kept at least **20 feet** from the right-of-way. All structures, all tie-downs for tents, all products, and all storage must be kept at least 20 feet from the right-of-way.

Signs:

If a sign is to be erected, a drawing of the proposed sign *must accompany* the application. If a sign drawing is not submitted with this application, a sign is not permitted.

Parking:

Adequate parking must be provided and shown on the site plan. At least 4 parking spaces are required for roadside stands. Additional parking may be required as deemed necessary by the Zoning Administrator.

Final Approval:

A copy of the final zoning approval for this activity must be kept on site at all times.

Other permits:

Separate permits may be required by other agencies. On site food service will require a permit from the Health Department.

Inspections:

The Town will occasionally conduct inspections of temporary activities while they are in progress, to ensure compliance with all regulations of the Zoning Ordinance, especially signage and setback. **The deposit can be revoked for *any* violation of the Zoning Ordinance.**

Traffic Impact Studies

Traffic Impact Studies		
i.	First Submission	\$1,000
ii.	Third & subsequent submissions	\$500
iii.	VDOT 870 Review Please note that if a VDOT 870 review is required, a separate fee must be submitted directly to VDOT. <i>*VDOT 870 Fees must be submitted directly to VDOT</i>	Contact VDOT for fee

TEMPORARY USES

Temporary Use Permit		
i.	Minimum fee for small events	\$100
ii.	Fee for Medium-impact events	\$300
iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$600
Temporary Use Deposit		
i.	Minimum fee for small events	\$100
ii.	Fee for Medium-impact events	\$500
iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$5000

FAILURE TO OBTAIN ZONING PERMIT

Failure to obtain a Zoning Permit	\$500 plus permit costs
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NOTICE

The Town of Dumfries does not discriminate-against religions or on the basis of sex, age, race, national origin, or a disability. If you believe that you have been discriminated against or that the Religious Land Use & Institutionalized Persons Act ("RLUIPA") has been violated, please ask for a complaint form.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against religions or on the basis of sex, age, race, national origin, or a disability - in its planning and land use processes.

Under RLUIPA, no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on less than equal terms that a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

The Town of Dumfries does not discriminate against religions in its planning and land use processes. If you believe that you have been discriminated against or that the Religious Land Use & Institutionalized Persons Act ("RLUIPA") has been violated, please ask for a complaint form.