

All applications must be submitted A MINIMUM of THIRTY (30) days PRIOR to the event to be considered.

BLOCK(S): _____ LOT(S): _____ Is applicant entity a non-profit organization? YES NO

ORGANIZATION NAME: _____ REPRESENTATIVE NAME: _____

ORGANIZATION ADDRESS: _____

PROPERTY OWNER'S NAME: * _____

ADDRESS: _____

PROPOSED TEMPORARY EVENT OR USE (be specific): ** _____

Proposed DATE of Temporary Event or Use: _____

Proposed HOURS OF OPERATION for Temporary Event or Use: _____

Estimated DAILY ATTENDANCE: _____

WILL FOOD OR BEVERAGES BE HANDLED OR DISPENSED for the Temporary Event or Use?

NO YES

If YES, a Food License is required from the Municipal Clerk, as well as, approval from the Camden County Health Department (see guidelines)

FEE: \$50.00 PER DAY for every day of the temporary use or event

I hereby certify that this temporary use permit application is authorized by the owner of record and that I (we) will conform to all applicable laws of this jurisdiction.

NAME

SIGNATURE

PHONE

ADDRESS

EMAIL

APPLICATION CHECKLIST

- Complete Application pages 1 – 3
- Include Payment of Fees (Check payable to Cherry Hill Township) **\$50.00 PER DAY for every day of the temporary use or event**
- Proof of Insurance, NAMING Cherry Hill Township as additional insured
- Written Consent of Property Owner
 - * **Written authorization from the owner of the site stating that authorization is given to use the site for stated purpose.**
- Diagram / Plan
 - ** **Please attach a sketch or plot plan of the property to be used, showing both ingress and egress, as well as any structure or facility to be located on the site.**

GUIDELINES FOR TEMPORARY USE PERMITS

PLEASE be advised a Temporary Use Permit application **WILL NOT BE APPROVED** if taxes on the subject property are not current. All applications must be submitted a minimum of thirty (30) days **PRIOR** to the event.

When is a Temporary Use Permit required?

When an activity or use of the property is proposed for a relatively short period of time (not to exceed thirty (30) days) and that use or activity is normally prohibited in the zone in which the subject property is located, in accordance with §1104-A. For example, a hotel hosting an art auction, or card show, or a commercial business holding a tent sale or other event in their parking lot.

How is a Temporary Use Permit application obtained?

A permit application may be obtained from the Municipal Clerk's Office, Room 107 (856.488.7892), 8:30am to 5:00pm, Monday through Friday (except holidays) and online at www.CHNJ.gov.

How long is a Temporary Use Permit valid?

Permits may be issued for a period not to exceed thirty (30) days. Such period may be extended by the Township Council after written application is filed during the length of the permit. Additional fees will apply.

What is the cost of a Temporary Use Permit?

The cost is \$50.00 per day for every day of the subject temporary use or event. The fee is waived for non-profit organizations.

Is a Temporary Use Permit issued automatically?

No.

If the taxes on the property are not current, the permit application will not be approved. The permit must be submitted to the Municipal Clerk in Room 107, who will request reviews and recommendations from the Chief of Police, Construction Official and Zoning Officer specific to each application/event. The Municipal Clerk will submit the recommendations received, to the Township Council, at the next Council Meeting. The Township Council will make the final decision regarding approval of each permit.

Are any other permits required with a Temporary Use Permit?

Yes.

Construction permits are required for Temporary Use Applications that require tents larger than 16,800 sq. ft., stages, and similar type apparatus, and for all applications requiring electric and/or lighting. Construction Permits must be obtained a minimum of fourteen (14) business days before the start of the event. All building inspections at the proposed site must be completed and a Certificate of Approval (C.A.) issued by the Construction Official at least one day before the start of the event. Under no circumstances may an event start without a Certificate of Approval (C.A.) obtained from the Construction Official. Construction permits are available in the Construction Department, Room 205 (856.488.7855), or online at www.CHNJ.gov.

A Retail Food Handlers License is required from the Municipal Clerk, if food or beverages are to be handled or dispensed as part of the proposed use. Applications are available in the Clerk's office, Room 107, and online at www.CHNJ.gov. Fees may apply. Additionally, approval must also be obtained from the *Camden County Health Department*, (856.757.8600) and available at https://www.camdencounty.com/wp-content/uploads/2024/03/food_establishment_permit_application.pdf

Are Temporary Signs permitted with a Temporary Use Permit?

Per §517-A.K of the Zoning Ordinance, only the promotion of a charitable, educational, civic, cultural or religious special events are permitted to have temporary signs, for a period not to exceed twenty (20) days. A Temporary Sign Permit must be obtained from the Municipal Clerk. Applications are available in the Clerk's office and on-line at www.CHNJ.gov. All other temporary signs are expressly prohibited. Fines will be imposed for violation.

FOR OFFICE USE ONLY

Taxes Paid? <input type="checkbox"/> YES <input type="checkbox"/> NO	Tax Collector _____	_____	Date _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Police Chief _____	_____	Date _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Construction Official _____	_____	Date _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Zoning Officer _____	_____	Date _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Township Council _____	_____	Date _____

FEES: AMOUNT PAID \$ _____ DATE: _____ Tax Exempt? YES NO