

## SEASONAL USE Submittal Checklist

**REQUIRED ITEMS:** Please check off each item, put documents in order, place this form in front and submit to Planning Services.

**Principle Location:**

- Application fee - \$150
- Fire district sign-off
- Seasonal Use Permit Application form
- Notarized letter of authorization from landowner or landlord
- Detailed description of the use
- Letter of authorization from DRC or ARC, if applicable
- Electrical or building permit, if applicable
- Proof of insurance (\$300,000 minimum liability)
- \$250 deposit to be returned upon clean-up of the site
- Site plan showing the location of the use