



Louisville Metro Planning & Design Services
TEMPORARY ACTIVITY SUBMITTAL REQUIREMENTS

JERRY E. ABRAMSON
 MAYOR

CHARLES C. CASH, JR., AIA
 DIRECTOR

All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant PDS USE
 ONLY

- _____ 1. Completed Application
- Owner’s signature is **not** required
 - Land Use Restriction is **not** required
- _____ 2. Development Information (DI) sheet (This can be obtained from www.lojic.org, click on Interactive Map, then Standard Information Map. Click on the green *i* on the left of your map, then click on your property.)
- _____ 3. Three (3) copies of the Temporary Activity Plan – stamps not required

Plans 24” x 36” must be folded accordion style into four sections then bi-folded with the lower right corner shown.

All plans must include the following minimum information:

Property owner’s contact information	Activity coordinator’s contact information
Dates of activity	Hours of operation for the activity
Boundary lines of activity area	All affected streets, alleys, & ROW (including temporary closures)
Location of all barricades	Alternate routes for traffic if there are street closures
Location of vendors (fixed & mobile)	Location of tents & temporary structures
Designated parking areas	Sources of electrical supply (permanent & portable)
Entrances & exits to the event	Location of all dumpsters & trash receptacles
Location of any stages	Location & layout of tables, chairs, picnic tables, etc.
Signs & banners that will be displayed	Permanent & portable restroom facilities

- _____ 4. Copy of sign permit (If required)

Louisville Metro Planning & Design Services
 444 South Fifth St.
 Louisville, KY 40202

502-574-6230

Fax 502-574-8129



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- _____ 5. Stipulation subject property must be in compliance with all Metro Ordinances before and during event.
- _____ 6. Copy of ABC licenses (if alcohol is served)
- _____ 7. Public works approval for ingress & egress
- _____ 8. A Tent or Temporary Structure Permit is needed if it is:
- 200 sq. feet or larger with closed sides
 - 400 sq. feet or larger with open sides

IPL will inspect all tents to ensure that they are installed in accordance with the Kentucky Building Code. All electrical panels and connections, cooking and heating fuel (storage and distribution) will also be inspected to ensure that they are safely installed and being used correctly.

- _____ 9. \$30 fee for Tent or Temporary Structure Permit fee (if applicable)
- _____ 10. Sinking Fund Certification
- _____ 11. Health Dept. certification for concession stand or food vendors
- _____ 12. Neighborhood Notification
- _____ 13. First Aid Plan
- _____ 14. Clean-Up Plan for after activity

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For Staff Use Only

Date: _____ **Staff:** _____ **Case #:** _____

Do not accept application if required materials are not submitted.

- ____ 15. Write docket number on submitted pages in bottom right hand corner in **RED** ink and put the date-received stamp on each page of the submittal.
- ____ 16. Put all paperwork in file folder and place in the In-Coming Application Tray.

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4.3.7 Temporary Activities

Temporary activities may be permitted by the Planning Director or designee within any form district and zoning district in accordance with the standards set forth below:

“Temporary Activities” definition: - Temporary activities are characterized by their short term or seasonal nature and by the fact that permanent improvements are not made to the site. Temporary activities include: temporary carnivals and fairs, temporary parking lots, temporary circus, temporary rodeo, temporary “Haunted House”, and temporary “Show House”.

- A. Pavement or gravel used for the event shall be removed after the completion of the event and the ground reseeded within 2 weeks of removal of pavement or gravel; and
- B. No activities shall take place on land within the required stream buffer of a blue line stream or wetland as specified in Chapter 4 Part 8; and .
- C. A temporary fence shall be provided to prevent access and parking from crossing over into adjacent properties and within environmentally sensitive areas (e.g. wetlands, stream buffers, etc.); and
- D. No event shall exceed 10 days in duration within a residential zoning district. No event shall exceed 30 days in duration in any non-residential zoning district. No more than two events shall be permitted on the same property within a calendar year; and
- E. Permanent changes to the site are prohibited; and
- F. Vehicle ingress and egress to the site shall be approved by the Director of Works or designee Gravel or other measures to accommodate vehicles and prevent tracking of the public right-of-way may be required; and
- G. No temporary activity within a residential zoning district shall take place within 200 feet of a dwelling unit(s) unless approval is obtained in writing from the owner(s) of the dwelling unit(s).

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