

**You must include supplemental information, including a site plan, as identified in the Construction Yard Temporary Use Permit Checklist with your temporary use permit application. This can be a hand drawing of the proposed location including any tables, tents, booths, etc. in relationship to buildings, streets and parking lots.**

## Section 20.03.040 Temporary uses.

### Use Category: Miscellaneous

- A. **Applicability.** This section may be utilized for uses temporary in nature and shall not be used to replace the requirements for establishing a permanent use.
1. Temporary Use Permit applications should be submitted to the Administrator at least seven days prior to the requested date of the proposed temporary use and shall be accompanied by the associated fee as established by resolution of the City Council.
  2. For Outdoor Sales in accessory to a lawfully established use, see "Accessory Uses."
  3. For temporary uses requiring a temporary use permit, additional conditions may be added to the permit by the Administrator.
  4. For Special Events that occupy right of way or public property reference Title 9 of the Sparks Municipal Code.
  5. This section applies to:
    - b. **Temporary construction yard.**
      - (1) Applicability. This section applies to any construction yard.
      - (2) Establishment. Construction yards shall be associated to a specific project with an approved building permit issued for grading, construction, remodel and/or demolition.
      - (3) A temporary use permit is required.
      - (4) Supervision. Construction yards shall be supervised by a contractor, who shall enforce compliance with these standards. The contractor is responsible for compliance of the construction yard with all applicable codes. The contractor shall designate to the Administrator a project contact person responsible/authorized to correct problems regarding the project on a 24-hour/7-days a week basis. The Administrator shall be notified prior to issuance of a grading permit for the project. An informational sign shall be erected at the construction yard site identifying a project contact responsible for compliance with all applicable codes.
      - (5) Removal. Construction yards shall be removed prior to a final inspection of the last building in a non-residential project and the last structure in a residential project or final approval for a residential project.
      - (6) Access. The contractor shall be required to provide curb cuts for all egress/ingress areas onto a paved street.
      - (7) Surfacing. To prevent soil from transferring from trucks, vehicles and equipment onto the paved street, the contractor shall install pavement or a surface treatment at all egress / ingress points from the yard at least 50 feet prior to the street access to the approval of the Administrator.
      - (8) Hours of Operation. To prevent impacts to neighboring property, hours of operation are limited to Monday through Friday from the hours of 7:00 a.m. to 7:00 p.m., Saturday 9:00 a.m. to 5:00 p.m., and no operations are permitted on Sunday.

## Construction Yard Temporary Use Permit (TUP) Checklist

Please utilize the following checklist when submitting a Temporary Use Permit (TUP) application for a construction yard to the City of Sparks. The information included in the checklist is typical information necessary to evaluate a TUP application for compliance with SMC 20.03.040(A)(5)(b); however, additional information may be required during the TUP application review process.

- Approved building permit number (if applicable)
- Contractor contact
- Hours of operation
- List of equipment, storage trailers, office buildings and materials
- List of lighting and generator types proposed for use (if applicable)
- Site Plan with the following information (see attached example):
  - Location of equipment, storage trailers, office buildings and materials (if applicable)
  - Location of lighting and generators (if applicable)
  - Location of ingress, egress, and circulation
  - Location of fencing (if applicable)
  - Location of on-site employee parking (if applicable)
  - Location of informational sign identifying project contact
- Track out plan or Stormwater Pollution Prevention Plan
- Truck route from construction yard to project site