SUMTER CITY-COUNTY PLANNING COMMISSION
PERMIT APPLICATION
(Temporary Use - Special Events)

( ) Carnivals ( ) Festivals/Rodeo ( ) Circus ( ) Car/Bike Show
( ) Profit (Fee: $30.00) ( ) Non-Profit/Religious Organization (no fee)

Part I: Organization Function Information

Organization
Name ________________________________ Phone ________________________________

Address
Street __________________ City __________________ State __________ Zip __________

Applicant’s E-mail ______________________________

Function Location
Street __________________ City __________________ State __________ Zip __________

Tax Map (if Applicable) ________________________ Public Property [ ] Private Property [ ]

Zoning _____ Start Date ________ End Date ________

Is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts
with, or prohibits the activity described in this permit? [ ] Yes [ ] No

Note: The above statements and accompanying material are complete and accurate

Print Name ________________________________ Signature ________________________________ Date __________

CERTIFICATION
I hereby certify that I have read this application and the information supplied herein is true and
correct to the best of my knowledge. I agree to comply with all applicable City and/or County
Ordinances and State Laws related to land development. I am the property owner, or have
received the owner’s written authorization to act as his/her agent regarding this matter. I
understand that falsifying any information herein may result in nullification of this request and/or
appropriate legal remedies.

Property Owner or Authorized Agent Name, Signature and Date

OFFICE USE ONLY:
Part 2: Zoning Administrator Recommendation:

( ) Approval ( ) Disapproval

APPROVING AUTHORITY
Signature ________________________________ Date __________

Part 3: City Manager/County Administrator

( ) Approval ( ) Disapproval

Signature ________________________________ Date __________

Note: This permit is to be used for Special Events (i.e. Carnivals, Festivals, Circus or Automobile/Bike
Shows & Religious Events) based on Section 5.c.6a of the Sumter City/County Zoning & Development
Standards Ordinance. This permit and fee must be returned to Planning with the following attachments for
final processing: (1) Description of Events, Times, and Vendors; (2) Copy of Business License/Clearance
form; (3) Letter of Permission of property owner; (4) Coordination from DHEC (Food Vendors); (5) Police
Department, Fire Department Notification; (6) Approval by City Manager/County Administrator.

Updated March 2012
TEMPORARY USE PERMIT FOR SPECIAL EVENTS CHECKLIST

(Before permit can be issued the following must be Completed/Coordinated)

( ) Description of Events, Times, and Vendors

( ) Copy of Business License/Clearance form

( ) Letter of Permission of property owner

( ) Coordination from DHEC (Food Vendors) __________________________
    (Signature/Date)

( ) Notification of the Sumter Police Department/Sumter County Sheriff’s Department
    __________________________
    (Signature)

( ) City Manager (Linda Hammett Office) (Final Approval)

( ) County Administrator (Mary Blanding Office) (Final Approval)

( ) Notification of Sumter Fire Department Inspection Section
    __________________________
    (Signature)