



SECTION 6.02

Temporary Lighting

If Temporary Lighting for a special or civic event is being considered, a Temporary Light Permit may be required to protect against objectionable glare and unnecessary spillover onto abutting properties.

Temporary Light Permit:

Expected Review Time: Approximately 5 - 10 business days

Primary Processing Department: Planning & Zoning

Departments involved in Temporary Light Permit review process: Planning & Zoning, Engineering, Building Codes Enforcement, Parks and Recreation

Temporary Light Permit Review Procedures:

Notes:

- Must obtain Permit Approval prior to placement or use of the light.
- The permit for light fixtures for Civic or Special events may require building inspections or engineering review prior to placement.
- Exempt Lights that do not require a permit are specified in UDO Section 7.02,C. These include Holiday Decorations with time restrictions, Public Lighting, Fossil Fuel lights, Construction/Emergency Lighting, Internal Illumination Signs, single family or two family dwelling light fixtures-subject to glare restrictions in Section 2.08, D.,7.

Prior to Completing Application:

1. Schedule a preliminary consultation through the Department of Planning & Zoning if you have questions regarding permit requirements or UDO interpretation. This consultation may be held prior to the submittal of the application on the same day.

Application Filing:

1. Submit Temporary Light Permit Application, along with any supporting documentation to the Department of Planning & Zoning. The Temporary Light Packet provides a detailed list of all application submittal requirements.
2. The Department of Planning and Zoning will notify Applicant of an incomplete application or any missing information within two (2) business days after submittal. This information must be completed and submitted within five (5) business days, or the application will be considered incomplete, marked as such and returned to the applicant marked incomplete.
[Amended Resolution 03-25]

Application Review Process:

1. The Department of Planning & Zoning will forward a copy of the completed application to all staff in the specific review process.
2. Staff will review the submitted application and the Department of Planning & Zoning will forward all Staff comments to those named on the application if additional information, clarification, or modifications are needed.

Determination of Official Action:

1. Within five (5) business days after the submittal or re-submittal date, the Director shall make a final determination to either approve, approve with conditions, or deny the application request based upon confirmation from the other Department Directors involved in the review procedure.
2. The Department of Planning & Zoning will notify all persons named on the Temporary Light Permit Application regarding the Director's decision within five (5) business days.

Next Steps:

1. Obtain a Building or Electrical Permit (if applicable) from the Building Codes Enforcement Department.
2. Request a Certificate of UDO Compliance from the Department of Planning & Zoning after installation and before beginning use of the temporary lights.