



SECTION 5.02

UDO Permit: Accessory/ Temporary Use, Building, or Structure

In order to protect, promote and maintain compatibility with adjacent development certain Accessory and Temporary Uses, Buildings and Structures require a UDO Permit prior to installation or beginning of use. Some examples of those requiring a UDO Permit are: Accessory Sheds, Detached Garages, Fences (meeting criteria in UDO section 9.05, C.), Pools, Patios, Porches, Decks, Gazebos, Seasonal Retail Sales, Equipment Sheds, Swimming Pools, Satellite Dish Antennas (exceeding 39.37 inches), Game Courts, Trash Containers (exceeding thirty six (36) cubic yards), Temporary Construction Trailers, Temporary Sales Offices, and Retail Sales Lots. Temporary uses are limited in the duration of use. Accessory uses are normally permanent structures.

UDO Permit For Accessory or Temporary Use, Building or Structure:

Expected Review Time: Approximately 5-10 business days

Primary Processing Department: Planning & Zoning

Departments involved in Accessory Use, Building, or Structure Permit review process:
Planning & Zoning, Engineering, Building Codes Enforcement

UDO Permit For Accessory or Temporary Use, Building or Structure Petition Procedures:

NOTES:

- UDO permits are not required for the following Accessory Uses:
 - Certain Fences (See UDO Section 9.05,C.) but a preliminary staff review is encouraged
 - Underground facilities
 - Driveways and cement patio extensions
 - Trash Containers not exceeding thirty-six (36) cubic yards.
- UDO Permits are not required for the following Temporary Uses:
 - Garage/Yard Sales
- Accessory or Temporary Uses, Buildings, or Structures may require approval from a Property Owners Association in addition to receiving all Town required permits.
- Additional Regulations for Accessory and Temporary Uses, Buildings and Structures can be found in UDO Sections 2.08, A. and B.; 3.07, A. and B.; 4.04, A. and B.

Prior to Filing Petition:

1. Schedule a preliminary consultation through the Department of Planning & Zoning if you have questions regarding whether a permit is required or for UDO interpretation. This consultation is not required but is recommended to shorten staff review time. It may be held on the same day, prior to the submittal of the UDO Permit for Accessory/Temporary Use, Building, or Structure Permit Petition.

Petition Filing:

1. Submit UDO Permit for Accessory/Temporary Use, Building, or Structure Permit Petition, along with all supporting documentation to the Department of Planning & Zoning. The Accessory/Temporary Use, Building, or Structure Packet provides a detailed list of all application submittal requirements.

2. Department of Planning and Zoning will notify Petitioner of an incomplete petition or any missing information within two (2) business days after the submittal. This information must be completed and submitted within five (5) business days, or the petition will be considered incomplete, marked as such and petition returned to the petitioner marked as incomplete.

Petition Review Process:

1. The Department of Planning & Zoning will forward a copy of the completed petition to all staff in the specific review process.
2. Staff will review the submitted petition and the Department of Planning & Zoning will forward all Staff comments to those named on the Petition 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 petition 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 UDO Permit for Accessory/Temporary Use, Building or Structure Petition within five (5) business days regarding the Director's decision.

Next Steps:

1. Obtain the necessary permits (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 structure or use.