



PLANNING AND ZONING
Cerro Gordo County Courthouse

220 N Washington Ave
Mason City, IA 50401-3254
cgcounty.org/planning

(641) 421-3075
(641) 421-3110
plz@cgcounty.org

TEMPORARY USE PERMIT/APPLICATION

Applicant Name: _____ Phone: _____ E-Mail: _____

Mailing Address: _____

Property Owner Name: _____ Phone: _____ E-Mail: _____

Property Owner Address: _____

Property Description (Not to be used on legal documents): Parcel # _____ Township _____

Property Address: _____ Zoning: _____

Select Use(s):

- Block party in residential district—Select all that apply: Road Closure Live Music
- Temporary occupancy of a travel-trailer (14 days)

Date(s) of Proposed Event/Use: _____ Hours of Operation: _____

(Block Party Only) - Road to be Closed: _____

From: _____ to _____

By signing and submitting this application, I, the applicant, being duly sworn, depose and say that I am the owner or that I am authorized and empowered to make the accompanying application; and that the information provided is true and correct and operation of the proposed temporary use will proceed in accordance with the purposes herein stated on the application and all submitted materials. The Planning & Zoning staff is also given permission to enter the above property in reviewing this application or inspecting the property for conformance with the Zoning Ordinance.

This permit is hereby: APPROVED DENIED

Signature of Applicant/Owner

Zoning Administrator

Date

Date

APPLICATION CHECKLIST AND REQUIREMENTS

Below is information regarding requirements for the specific types of uses that require a Temporary Use Permit.

BLOCK PARTIES IN RESIDENTIAL DISTRICTS

A Temporary Use Permit is required for a block party in occurring in a residential district in which there is a live music performance and/or a closure of a public road. Typical social events that are incidental to a residential use (e.g. family gathering, graduation party, potluck, etc.) do not otherwise require a permit.

Application Checklist

- Completed application
- \$25.00 non-refundable application fee
- Signature page signed by a minimum of 75% of adjacent property owners (block party with road closure only)

Requirements

- Submit to the Planning and Zoning Office at least 14 days before the scheduled event date
- Notify Sheriff's Department 24 hours before event
- Provide adequate trash receptacles and remove all trash and refuse following event
- Live music only: Hours of operation no later than 10 p.m. Sunday-Thursday; or, 11 p.m. Friday and Saturday, or Sunday that is followed by a federal holiday
- Block party with road closure only:
 - Obtain "Work in the Right-of-Way Permit" from County Engineer's Office
 - Only permitted on "local roads" as classified by the Iowa DOT with speed limit of 25 mph or less
 - Block off road to regular traffic; BUT must allow adjacent property owners access to their property
 - Repair any damage to the public road caused by event at permittee's expense

Temporary Occupancy of Travel Trailers

A Temporary Use Permit is required for the occupancy of a travel trailer outside of a travel trailer park. A permit will only be issued for a maximum of 14 days. A Special Use Permit for a travel trailer park may otherwise be required as provided for in the Zoning Ordinance.

Application Checklist

- Completed application
- \$25.00 non-refundable application fee
- Information of travel trailer occupants (attach list for all travel trailers to be occupied)

