



113 4th Street East—2nd Floor  
Williston, North Dakota 58801 (701) 577-8115

# Temporary Use Permit

## Recreational Vehicle or Job Site Trailer

**TEMPORARY RESIDENTIAL QUARTERS:** A recreational vehicle or travel trailer occupied as residential quarters on a temporary basis by an individual constructing on the property. Applicant must have a permit issued for the construction project prior to the approval of the Temporary Use Permit.

**TEMPORARY JOB SITE TRAILERS:** Office trailers (single-section unit only) used temporarily as a construction office while construction is on going on the property. Applicant must have a construction permit issued for construction project prior to the approval of the Temporary Use Permit.

### Fees:

Application Fee Per Camper	\$200.00 per unit
Temporary Job Site Trailer Fee	\$ 50.00
Monthly Renewal Fee per Camper	\$200.00 per unit

### GENERAL PROCEDURES

1. This application consists of two parts. The first part is the submittal of the application to allow the temporary use and the second is the installation of the unit on the site (set down). Placement of the unit on the site may NOT occur until **AFTER** the Temporary Use Permit application has been approved and the Set down Permit has been issued. No occupancy or use of the structure is permitted prior to final inspection of the set down.

2. **FINAL INSPECTION:** Final inspection to include electrical hook up and sewer/water connections if unit has plumbing facilities.

3. **PERMIT EXPIRATION:** The permit will automatically expire and will remain invalid if inspection is not called for within 30 days of issuance.

The Temporary Use Permit shall become invalid upon completion, expiration or cancellation of the building permit for which the use was approved. In no case shall the Temporary Use Permit be valid for a period of time to exceed 12 months from the date of its original issuance. The Temporary Use Permit may be canceled for non-compliance with the conditions set forth in approving the permit and/or as specified in Ordinance No. 950 City of Williston Code of Ordinances.

4. **PERMIT RENEWAL:** The Temporary Use Permit is issued for a period not to exceed twelve (12) months or duration of construction project. If the unit still qualifies for a temporary use, a Renewal permit must be applied for prior to the expiration date. It is the owner/applicant's responsibility to notify City of Williston Building Department of their intent to extend the permit or cease occupancy of the unit.

5. Prior to approval of the final construction project, recreational vehicles/travel trailers/campers and temporary mobile office trailers must be disconnected from utilities and be removed from the property.

**FAILURE TO RENEW THE TEMPORARY USE PERMIT OR REMOVE THE UNIT AT THE END OF THE APPROVED TIME PERIOD WILL RESULT IN LEGAL ACTION TO REMOVE THE UNIT.**



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# Temporary Use Permit Application

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### CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your application. City staff will use the checklist to determine whether your application is acceptable for submission. If submittal package does not contain all of the information listed below, the application will not be taken in and receipted for processing. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the building department at the number listed at the top of this application.

#### **SECTION A – Fees**

1. \_\_\_\_\_ Check or money order made payable to “City of Williston” in the correct amount as outlined in the table on page 1. Also accept cash and credit card (\$3.00 convenience fee for credit card)

#### **SECTION B**

2. \_\_\_\_\_ Completed Application Form

#### **SECTION C – Other Documents**

3. \_\_\_\_\_ One copy of a plot plan. Please refer to the Plot Plan Checklist for additional information
4. \_\_\_\_\_ If RV or trailer, submit one copy of the current DMV registration for the unit.
5. \_\_\_\_\_ Copy of private pumping contract or some type of documentation indicating how sewage will be disposed.

**SECTION D – Plot Plan:** Use the following checklist to be sure that your plans include all of the required elements. The plot plan is a drawing, to scale, on one sheet of paper (minimum of 8 ½ x 11”) Remember that the staff is not familiar with the property and will need this information to evaluate your project. If the plans are not legible or do not contain the information listed below, your application will be returned.

1.  Names, address and telephone number of the record owner, applicant and the person preparing the map (if different than owner).
2.  Legal description of the property involved.
3.  North point, date of drawing and engineer’s scale (suggest 1:20)
4.  Location, width and names of streets and recorded easements on property. Locate all existing and proposed road improvements and driveway locations.
5.  Dimension of property lines or boundary of project.
6.  Location, size and use of all existing and proposed buildings, including dimensions, square footage, distance from property lines and building separations. Also show separation between each camper.
7.  Show parking spaces in detail (each space to be 9 x 18.5” min) Refer to the city of Williston Zoning Ordinance for detailed information regarding parking requirements for your use.
8.  Indicate any unusual drainage or hilly terrain that might affect the building site, parking area or access by flow line arrows and contour lines.
9.  Vicinity map.
10.  All structures and parking to conform to required setbacks.

Complete all sections of this application. If you believe a question does not apply, mark it "N/A". Do not leave any blank spaces. If you have any questions about items requested on this form, please call City of Williston Building Safety at the number listed at the top of the page.

**Application Type:** (check one)

- Temporary quarters while building permanent residence (RV/Trailer/Camper)
- Temporary job site trailer (single-section unit)
- Temporary quarters while building commercial or industrial project

**Section 1 – Applicant Data.** (This is the person who the city will contact regarding this application.)

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

**Section 2 – Property Owner Data** (If same as above check )

Property Owner Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

**Section 3 – Property Data**

1. Legal Description of Property \_\_\_\_\_

Job Address \_\_\_\_\_

**Section 4 – Description of RV/Trailer/Camper**

1. Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Lic. Plate # \_\_\_\_\_

Serial Number: \_\_\_\_\_ Size: \_\_\_\_\_ sq.ft. # of Occupants \_\_\_\_\_

For RV/Travel Trailer/Camper, attach copy of DMV registration

2. Utilities:

A. Private Disposal Type \_\_\_\_\_

Note: Private disposal must be approved by Building Safety and will not be allowed to tie into City sewer services

B. Water Source:

Well  Water Tank  Note: Will not be allowed to tie into City water services

**STATEMENT OF NEED/QUALIFICATION FOR TEMPORARY USE PERMIT AND STRUCTURE:**

I, \_\_\_\_\_ intend to use the temporary unit for the following purpose:

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I intend to use the structure and Temporary Use Permit until: (date) \_\_\_\_\_

UPON COMPLETION OF THE PROJECT AND/OR EXPIRATION OF THE PERMIT, I WILL REMOVE THE STRUCTURE AND CEASE OCCUPANCY OF THE UNIT. I UNDERSTAND THAT MY TEMPORARY USE PERMIT SHALL BECOME NULL AND VOID UPON COMPLETION, EXPIRATION OR CANCELLATION OF MY BUILDING PERMIT, FOR VIOLATIONS OR NON-COMPLIANCE WITH CONDITIONS SET FORTH IN APPROVING THE PERMIT, OR WHEN THE LAST RENEWAL PERIOD OR ANY EXTENSION THEREOF HAS ELAPSED.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**\*BUILDING DEPARTMENT USE ONLY\***

TEMPORARY USE PERMIT # \_\_\_\_\_

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

FINDINGS FOR APPROVAL OR DENIAL:

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RENEWAL DATES: \_\_\_\_\_

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Approved By: \_\_\_\_\_