



**Chattanooga Division of Transportation
Temporary Use of Right-of-Way - Alley**

For Office Use Only

Technician Signature/Date

Request No.

(DATE)

Chattanooga Division of Transportation
Development Resource Center
1250 Market Street, Suite 3030
Chattanooga, TN 37402
(423) 643-5950

Temporary Use of the Right-of-Way - Alley

This is a request for temporary usage of (describe location, to include address) _____

The reason for the request is as follows: _____

In making this request: Temporary User agrees as follows:

1. Temporary User shall defend, indemnify, and hold harmless the City of Chattanooga, Tennessee its officers, agents, and employees from any and all claims for damages for injuries to persons or property related to or arising out of the aforementioned temporary use.
2. Temporary User shall comply with any and all conditions recommended by the City Transportation Engineer and/or City Transportation Division during the review of this application. The failure to comply with any condition approved by the Transportation Division may be grounds for revocation of this temporary use at any time after its approval
3. Temporary User shall vacate the property and temporary use upon thirty (30) days notice from the City to do so. Upon vacating the property, whether voluntarily or at the request of the City, the Temporary User shall restore the property to substantially the same condition that existed prior to granting the temporary use, including complying with any environmental regulations.
4. The Temporary User shall provide adequate access for maintenance of any utilities located within the easement, is responsible for verifying all utility locations within the subject area prior to initiating the agreed usage, as well as the protection of said utilities for the duration of this permit.
5. Temporary User shall obtain any and all other permits, variances, or approvals from the City of Chattanooga Development Review & Permitting Division or other departments necessary to accommodate the temporary use.
6. Temporary User shall maintain the property in the condition equal to or better than the condition at the time the temporary use is granted.
7. Temporary User acknowledges that future conflicting interest in the right-of-way may be cause for revocation of the temporary use permit.
8. This Permit is not transferable and becomes invalid if the permit holder is no longer in ownership or occupancy of the associated property listed on the Permit.
9. Temporary User acknowledges by indicating below that neighboring property owners have been notified and that a minimum of three (3) weeks has elapsed from the most recent date of said notification to provide opportunity for comment.

This application must include:

- **Property owner's signature, if different than applicant**
- **Non-refundable processing fee of \$110.00 payable to: City of Chattanooga**
- **Confirmation of notification of neighboring property owners**
- **Map and/or site plan of the reference location**
- **All relevant design drawings**



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APPLICANT'S ADDRESS

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

PROPERTY OWNER'S ADDRESS

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Applicant Name (Print) **Applicant Name (Sign)** Date

Property Owner Name (Print) **Property Owner Name (Sign)** Date



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Notification of Neighboring Property Owners

Notification of the Temporary Usage Request must be given to all neighboring properties. Neighboring Properties are defined below. See the Temporary Use Application Instructions for further detail.

1. If requesting access to an alley or unopened right-of-way that will maintain public access to the right-of-way, applicant must contact all property owners or tenants of the properties adjacent to the right-of-way to be used.
2. Temporary use permits are generally not allowed for use or alterations of the right-of-way that will limit or prevent public access to the right-of-way. They may be considered if the applicant provides the written consent of property owners for all properties adjacent to the entire length of the right-of-way. Property owners must acknowledge that they approve of the request and have no present interest in the right-of-way.

Property Owner Name	Address	Date Notified	Method
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- I have notified the individuals listed above about this temporary use application, and I have given those individuals three (3) weeks for them to contact the Chattanooga Division of Transportation with any comments.
- I have submitted with my application a map showing the temporary use boundary and each of the neighboring properties identified by name of property owner.

- Temporary Uses will not be considered when there are competing uses that are being proposed.
- Failure to notify all neighboring property owners, as defined above, shall be grounds for denying or revoking Temporary Use.
- CDOT may require notification of additional property owners depending on the requested use.



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Acting Agent Letter – Temporary Usage of Right of Way

I am formally requesting the City of Chattanooga accept the attached Temporary Usage Right of Way application, submitted by my Agent _____, on my behalf.

PROPERTY OWNER / APPLICANT:

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

AGENT:

Agent Printed Name: _____

Agent Signature: _____ Date: _____