



City of Friendsville

Temp Dwelling Permit Application

Permit Number: _____

Job Address: _____

Parcel Number: _____ Lot Size: _____

Applicant Information:

- Applicant(s) Name: _____

Address: _____

Phone: _____ Email: _____

- Property Owner(s) (if different): _____

Address (if different): _____

Phone: _____ Email: _____

- Date Requested: _____

Reason for temporary dwelling: _____

In making this application, the applicant states that the information given is correct and that the construction will conform to the regulations of the City of Friendsville's current adopted codes and ordinances. The applicant acknowledges that the permit issuance does not presume giving authority to violate or cancel any other state or local law, regulation, or construction provisions. If the applicant is not the owner, the applicant acknowledges that he or she has permission from the owner to apply for this permit.

Signature of Applicant: _____ Date: _____

Signature of Applicant(s): _____ Date: _____

Office Use Only:

- Received by: _____ Date: _____
- Total Fee: \$100.00
- Payment Type: ☐ Cash ☐ Card ☐ Check # _____
- Approved by Codes Dept.: _____
- Date of Approval: _____



City of Friendsville

TEMPORARY DWELLING POLICY

Definition:

A Temporary Dwelling refers to the placement of a recreational vehicle (RV), manufactured home, or factory-assembled structure (FAS) on a property for short-term use in the following situations:

- Housing for an employee working in connection with agricultural use.
- Housing for a property owner actively building a permanent home.
- Housing for a caretaker responsible for an existing dwelling or property.

Application Process:

1. Submit a completed Temporary Dwelling Application to Friendsville City Hall.
2. The Board of Commissioners will review the application at their regular meeting on the first Thursday of each month.
3. If there are no objections, the Board will review the submitted materials to determine compliance and will:
 - Approved
 - Approved with conditions
 - Deny the application

Approval Criteria:

To be approved, temporary dwellings must meet the following minimum standards:

- The parcel and structure must comply with all city ordinances and applicable county, state, and federal regulations.
- The structure must be designed, maintained, and placed to allow easy removal upon expiration.
- Current vehicular registration must be maintained (if applicable).
- Only one temporary dwelling per parcel is allowed.
- The dwelling may not be rented or used for profit.
- Placement must not negatively impact public health, safety, or welfare.
- Must meet all setback requirements of the zoning district.
- Must be located behind the front line of the primary dwelling.

Permit Expiration:

- Standard permits are valid for one (1) year, or until the condition justifying the temporary dwelling ends, whichever comes first.
- Permits issued for caretakers are valid for six (6) months.

Permit Renewal:

Renewals are subject to review and must follow the provisions outlined in the City Ordinance.



City of Friendsville

TEMPORARY DWELLING CHECKLIST

To be considered for approval, the following must be submitted:

- Completed Temporary Dwelling Application
 - Must include signatures of all property owners with legal interest
 - Incomplete applications will not be accepted
- Site Plan Map
 - Drawn to scale
 - Must show:
 - Property boundaries and easements
 - Location and size of existing and proposed structures
 - Driveway/access points, roads, parking
 - Septic systems, wells, and adjacent infrastructure
- \$100.00 Permit Fee
 - Cash or check (payable to City of Friendsville)
 - Due to the time of application submittal
 - Non-refundable
- Doctor's Letter (if applicable)
 - Required to verify medical need for caretaker housing
- Written Utility Approval (if vacant lot)
 - Documentation from appropriate agencies regarding water supply and sewage disposal

Submission Instructions:

Applications may be submitted at:

Friendsville City Hall

213 West College Ave, Friendsville, TN

Hours: Monday–Friday, 8:00 AM – 12:00 PM and 1:00 PM – 4:30 PM

- Keep roads clear of dirt, gravel, and debris.
 - Mark building corners to confirm setbacks.
 - Maintain proper drainage with culverts or pipes.
 - Pave driveways 15' from the road edge or to the ROW limit.
 - Driveways on Hwy 333 require a TDOT permit (865-594-2456).
 - Dirt imported to the site (>200 cu yds.) must be free of contaminants.
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