

## TEMPORARY USE PERMIT APPLICATION – ADMINISTRATIVE REVIEW

**Applicant:**

Project Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Status** (Owner, Lessee, Agent, etc.): \_\_\_\_\_

Name & Phone # of operator of Temporary Use (if different than applicant): \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Location of Temporary Use:** \_\_\_\_\_

**Duration of Temporary Use:** \_\_\_\_\_

**Days and Hours of Operation:** \_\_\_\_\_

**Type of Temporary Use**

The following temporary uses may be reviewed administratively in accordance with City Code Section 17.68.210:

- Christmas tree sales
- Carnivals, circuses, special events of not over 72 consecutive hours
- Garage sales (*limited to 60 consecutive hours*)
- Tent revival meeting
- Model home or lot sales office
- Construction trailer or modular building (*in conjunction with a permitted development/project*)
- Storage yard for construction equipment and/or materials (*in conjunction with a permitted development/project*)
- Agricultural sales
- Mobile food vendor
- Fireworks vendor
- Clothing/Goods Donation Drop-Off Boxes
- Special retail sales event (*in conjunction with an existing retail business*) – 10 day limit
- Other; Please describe on an additional sheet (*Requires Board of Adjustment Approval*)

Date: \_\_\_\_\_

Signature of Applicant\*

Date: \_\_\_\_\_

Signature of Operator (If different than applicant)\*

Date: \_\_\_\_\_

Signature of Owner\*

\* Applicants who are not the property owner of record are required to have the property owner co-sign the application form or provide a signed Owner Authorization Form (attached) authorizing the submittal of the application.

## **Application Intake Checklist**

\*\*\*PLEASE CHECK WITH THE CITY REGARDING ELECTRONIC SUBMITTAL AND REVIEW\*\*\*

- 1) Application Fee
  - a) Temporary Use Permit - Administrative Reviewed - **\$55.13**
  - b) Promotional Sign - **\$20.00** per 14 day period
- 2) Site Plan (*preferably drawn to a 1 inch = 20 foot or similar scale*) illustrating the following:
  - a) Property boundaries
  - b) Existing buildings
  - c) Existing paved parking spaces and drive aisles
  - d) Existing Landscaping
  - e) Driveway access, sidewalks and all entrances to the property
  - f) Location and size of area to be occupied by Temporary Use equipment, tent, mobile stand, vehicles, etc.
  - g) Type and location of temporary electrical service, including extension cords and generators if applicable
  - h) Storage building or outside storage of materials associated with the Temporary Use
  - i) Description of any signage to be used in conjunction with the Temporary Use
- 3) Floor Plan for any tent structures indicating:
  - a) Size
  - b) Location and number for all fire extinguishers
  - c) Exit locations
- 4) Owner's Authorization Form (*if applicable*)
- 5) City of Casa Grande Business License (*required for all vendors*)
- 6) Pinal County Health Department permits and inspections are required for food vendors. Please contact the Health Department (520) 866-6864

**CITY INTAKE:**

Date Accepted & Logged In: \_\_\_\_\_ Intake Staff: \_\_\_\_\_

Fee Receipt # \_\_\_\_\_ Assigned Review Staff: B  E  F  PI  Com  Other \_\_\_\_\_

## Owners Authorization Form

This sheet must be completed if the applicant is not the owner of the property.

The Undersigned, do hereby grant permission to: \_\_\_\_\_

to act on my behalf for the purpose of obtaining a Temporary Use Permit for \_\_\_\_\_

\_\_\_\_\_ on the following described property:  
\_\_\_\_\_  
\_\_\_\_\_

Owner(s) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Signature

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_