

TEMPORARY USE PERMIT APPLICATION

Owner Information

Owner's Name _____
 Address _____
 City, State, Zip _____
 Phone _____ Fax _____
 Email _____

Applicant Information

Applicant's Name _____
 Address _____
 City, State, Zip _____
 Phone _____ Fax _____
 Email _____

Property Information

Assessor's Parcel # _____
 Subdivision _____
 Unit # _____ Lot # _____
 Address/Location _____
 Zoning _____
 Existing Land Use _____
 Lot Size _____

Temporary Use Permit Request

Please provide a brief description of your request, including proposed dates and times of operation.

CERTIFICATION & ACKNOWLEDGEMENT

I am applying for a Temporary Use Permit and this application is complete and accurate and I agree to abide by the regulations of this jurisdiction. I understand that by applying for this permit, I am requesting inspection of the permitted development and grant the Coconino County Community Development Department and their inspectors and regulators access and permission to perform inspections.

Incomplete or inaccurate submittals may result in delays, return of submittals, or denial of this application. The Temporary Use Permit is a supplemental permit and other permits may be required for this project. All required permits must be obtained prior to initiation of the use. The applicant is responsible for all changes and additional time required to correct plans and/or development as a result of differences between initial and final plans.

I am responsible for contacting the Coconino County Community Development at (928) 679-8850 to schedule all required inspections for this permit.

Signature of Applicant

_____ Date _____

Signature of Property Owner (if not the applicant)

_____ Date _____

OFFICE USE ONLY

Received By _____ Date _____ Receipt # _____ Fee _____ Case # _____
 Related Cases _____

DIRECTOR ACTION

Approved with Conditions (see attachments) Denied
 Action By _____ Date _____

TEMPORARY USE PERMIT APPLICATION**TEMPORARY USES**

All time requirements are consecutive days per calendar year unless specifically stated otherwise. Only one temporary use permit is to be issued for a parcel at any one time. Temporary use permits shall not have overlapping time frames. Multiple temporary uses may be considered only through Planning & Zoning Commission approval.

A. Special events shall include such outdoor activities as:

1. Transient amusement activities (carnivals, circuses)
2. Tent revivals, seasonal festivals
3. Outdoor sales events (sidewalk, parking lot sales)
4. Outdoor art and craft shows, exhibits (art, craft, RV, boat)

Events shall be limited to a maximum of three (3) times per calendar year not to exceed a maximum duration of five (5) days per event.

B. Seasonal Stables and Horseback Rides

C. Seasonal Game Receiving Stations or Processing

D. Christmas tree sales lots, subject to not more than 40 days of site occupation and operation per year.

E. Pumpkin sales lots, subject to not more than 30 days of site occupation and operation per year.

F. Campaign offices subject to not more than 70 continuous days of site occupation and operation.

G. Religious, patriotic, historic, or similar displays or exhibits within yards, parking areas, or landscaped areas, subject to not more than 30 days of display in any one year period for each exhibit.

H. Contractor's office and storage yards on the site of an active construction project.

I. Office trailers for security purposes on the site of an active construction site of major development projects. Temporary use permits may be issued for the length of the construction project but for no longer than 12 months. Permit may be renewed annually so long as project remains in active status.

J. Stands for the sale of jewelry, furs, rugs and similar home-type products subject to not more than 30 days per year.

K. Stands for the sale of produce subject to not more than 30 days per year. The provisions of this subsection do not apply to the sale of produce raised on the premises.

L. Temporary retail food sales subject to not more than 30 days per year. This shall include stands for sales at one (1) day special events.

M. Establishment of batch plants in conjunction with road construction projects subject to Planning and Zoning Commission approval.

N. Temporary occupancy of a Recreational Vehicle or a Travel Trailer in the G, AR, RR, or MHP Zone for a period not to exceed 100 consecutive days per calendar year, provided that the lot or parcel is not already occupied by a Dwelling or other residential Structure. Approved method of wastewater disposal such as a self contained unit, chemical toilet or porta-potty is required.

O. Upon the issuance of a Building Permit, temporary occupancy of a Recreational Vehicle or a Travel Trailer in the G, AR, or RR Zone for a period not to exceed six months, provided that the Lot or parcel is not already occupied by a Dwelling or other residential Structure. The temporary use permit may be renewed only if the Building Permit is issued for a Dwelling, and if the Building Permit remains active.

P. Metal Storage Containers, refer to Zoning Ordinance.

Q. Additional uses and timeframes determined to be similar to the foregoing may be granted permits by either the Director of Community Development or the Planning and Zoning Commission.

TEMPORARY USE PERMIT APPLICATION

SUBMITTAL REQUIREMENTS*

- ◇ Two copies of a Site plan (15 copies if Planning & Zoning Commission approval is required) drawn to scale using accurate dimensions showing all property lines, improvements, uses, landscaped areas, location of all streets or right-of-ways providing access to the Site, easements, traffic flow and parking areas.
- ◇ A \$72 fee is required for all administratively approved applications. A \$336 fee is required for all Planning & Zoning Commission approved applications.
- ◇ A copy of all recorded easements applicable to the request shall be provided.
- ◇ A separate Building Permit application shall be submitted for all new construction and electrical installation. Required Building Permits shall be obtained prior the initiation of construction.
- ◇ A separate Lighting Permit application shall be submitted for any new exterior lighting as required by the Lighting Section of the Zoning Ordinance.
- ◇ A separate Sign Permit application shall be submitted for any new signage as required by the Signs Section of the Zoning Ordinance.
- ◇ Prior to the issuance of a Temporary Use Permit a bond may be required. This deposit shall be used to defray the costs of cleanup of the property by the County in the event the permittee fails to do same.
- ◇ All other required permits and licensing as necessary (i.e. approvals from the Sheriff's Office, Public Works or the Public Health District) shall be obtained prior to the acceptance of a complete Temporary Use Permit application.

***NOTE-The Director of Community Development may require additional information or plans, if they are necessary to enable a determination as to whether the circumstances prescribed for the granting of a Temporary Use Permit exist. The Director of Community Development may authorize omission of any or all of the plans and drawings required by this Section if they are not necessary.**

SITE PLAN REQUIREMENTS (continued on next page)

General Property Information: Required

1. Show the entire property (parcel) by the platted property lines; include all property dimensions; and streets labeled.
2. Show the minimum required setback lines (front, sides and rear) conforming to the zoning district. This information is available from Community Development.
3. Direction of slope on property and the direction of natural drainage - accurate topography may be required when necessary.
4. Slopes that exceed 15%, including any cut banks greater than 4' in height.
5. North arrow and site plan scale.
6. Streams, creeks, washes and floodplains.

Existing Property Improvements: Required

1. Location of all existing structures. Label all structures, show dimensions from structure to property lines and distances between structures
2. Location of all existing wells.
3. Location of all existing drainage facilities.
4. Location of all existing septic tanks, leach fields and sewer lines.
5. Location of all existing driveways.
6. Location of all ingress and egress easements and utility easements (when applicable).

TEMPORARY USE PERMIT APPLICATION

SITE PLAN REQUIREMENTS

Proposed Property Improvements: Required

1. Location and dimensions of all proposed structures in relation to property lines and other structures.
2. Label all proposed structures and cross hatch for clarity.
3. Location of all proposed wells.
4. Location of all new septic tanks, leach fields and sewer lines.
5. Location of all new driveways and road improvements including type of material.
6. Show all utility connections and line directions:
 - a. Septic tank and leach field location, reserve area and sewer line locations.
 - b. Water line location.
 - c. Gas line location.
 - d. Liquid propane gas tank location or natural gas meter location (dimension).
 - e. Underground liquid propane tank location (dimension).
 - f. Air conditioner location.
 - g. Electric meter location.
7. Retaining wall locations. Areas to be filled (fills in excess of 4' shall be engineered).
8. Fence locations. Describe type and height of fence.

PERMIT REVIEW TIMEFRAMES

◇ Administrative Temporary Use Permits*

- ◇ Administrative completeness shall be determined within 30 calendar days of the submittal of an administrative Temporary Use Permit application. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.
- ◇ Substantive review of administrative Temporary Use Permit applications shall be completed within 30 calendar days from the determination that the Temporary Use Permit application is administratively complete. One written request for additional information may be made to the applicant during this review process.
- ◇ The total time for the granting or denying of an administrative Temporary Use Permit is 60 days.

***Note: Permit review timeframes are provided for compliance with A.R.S §11-1605. Actual timeframes based on a complete application may be considerably shorter.**

TEMPORARY USE PERMIT APPLICATION

PERMIT REVIEW TIMEFRAMES

◇ **Temporary Use Permits that require Planning & Zoning Commission approval***

- ◇ Administrative completeness shall be determined within 60 calendar days of submittal of a Commission approved Temporary Use Permit application. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.
- ◇ Substantive review of all Commission approved Temporary Use Permit applications shall be completed within 120 calendar days from the determination that the Temporary Use Permit application is administratively complete. One written request for additional information may be made to the applicant during this review process.
- ◇ The substantive review includes investigation and report on the case. The substantive review timeframe is suspended during the public hearing process. The public hearing process begins at the posting of the case and is complete upon mailing of the Temporary Use Permit resolution per A.R.S.
- ◇ The total time for the granting or denying of a Temporary Use Permit requiring Planning and Zoning Commission approval is 180 days.

***Note: Permit review timeframes are provided for compliance with ARS §11-605. See current year Planning and Zoning Commission Calendar for actual timeframes based on a complete application submittal.**