



### Application Information

Temporary Use Permits (TUPs) are intended to regulate uses on private property that occur for limited periods of time. TUPs are limited to a maximum of thirty (30) consecutive days per event, with a cumulative total of ninety (90) days in a calendar year. **TUP applications must be submitted a minimum of thirty (30) days prior to the start of the event to ensure sufficient time for review and approval.**

Upon submittal of a complete application, Staff will review the proposed temporary use for conformance with Peoria codes and policies. Per Section 14-39-13.E of the Zoning Ordinance, certain temporary uses require a five (5) day posting period to notify the public of the planned use. The applicant will be contacted by the Planning Division with the City's decision regarding the proposed use.

-Official Use-  
Case: \_\_\_\_\_  
Fees: \_\_\_\_\_  
Date: \_\_\_\_\_  
Staff: \_\_\_\_\_

### Event Overview

Event Name \_\_\_\_\_  
Address/Location \_\_\_\_\_  
Nature of Event (e.g. concert, festival, grand opening) \_\_\_\_\_  
Event website (required if available) \_\_\_\_\_

### Applicant Information

Name \_\_\_\_\_  
Company (and DBA) \_\_\_\_\_  
Address \_\_\_\_\_  
City / State / Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Peoria Business License # \_\_\_\_\_  
Non-Profit Organization?  No  Yes - If yes provide Tax Exempt ID (or other proof) \_\_\_\_\_

### On-Site Person Responsible for Event Operations

Name \_\_\_\_\_ Company \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

### Agent for Service of Process

Applicants must provide a valid name, street address and day-time phone number for an 'agent for service of process'. This agent is the applicant's agent to receive service of process for legal notices and citations to ensure compliance with all applicable laws and regulations. Changes to the agent must be made in writing and received by Fire Marshal to be valid.

Agent Name \_\_\_\_\_  
Address \_\_\_\_\_  
City / State / Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_



Property and Event Information

Parcel Number(s) \_\_\_\_\_

Gross Acreage \_\_\_\_\_ Lease/Event Size \_\_\_\_\_

Zoning District \_\_\_\_\_ Existing Land Uses \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ What is this based on? \_\_\_\_\_

Set-Up Date(s) \_\_\_\_\_ Hours \_\_\_\_\_ To \_\_\_\_\_

Operation Date(s) \_\_\_\_\_ Hours \_\_\_\_\_ To \_\_\_\_\_

Clean-Up Date(s) \_\_\_\_\_ Hours \_\_\_\_\_ To \_\_\_\_\_

Event Details:

1. Will the event take place on a vacant, unused, dirt or gravel lot?  Yes  No

2. Will the event include a carnival, fair, or farmer’s market?  Yes  No

If yes, than a Fire Department Fee and Inspection are required.

3. Is there an admissions charge?  Yes  No

If yes, than a City of Peoria Business License # must be listed on the application, unless the organization is a registered non-profit. If it is a non-profit organization, than provide the Non-profit Tax Exempt ID number (or other proof of status).

4. Will there be food or merchant vendors?  Yes  No

If food or drink can be purchased at the event, or the sale of items or services will occur, then provide a separate list of vendor names, contact information, and their Peoria Business License Number. All food vendors must also have proper permits from Maricopa County Environmental Health.

5. Will food be provided?  Yes  No

6. Will food be prepared on site?  Yes  No

Please describe how food will be prepared (i.e. cooked). Explain how odors, smoke, grease and other nuisances will be controlled to mitigate impact to neighboring residences and/or businesses. Note: Open flames / cooking will required a Fire Department Fee and Inspection.

7. Will there be open flames?  Yes  No

Explain if open flames are associated with cooking or for another purpose (i.e. a fire pit, camp fire, etc)



8. Will there be any one of the following: music, performers, sound system or PA system?  Yes  No

Explain if event will have live band, DJ or pre-recorded music, and/or list name of band/performers. Identify start and end time of each one. Detail all audio equipment that will be used (including public address system).

\* The applicant is required to have an event staff member responsible for monitoring sound levels when sound/music/noise may be audible beyond the event venue. Noise complaints can result in calls for service from the Peoria Police Department. A police officer may require the volume to be reduced or ceased based on complaints of unreasonable sound levels. (Initial to the right to show you have read and understand this requirement.)

Initial

9. Will fireworks or pyrotechnics be used?  Yes  No

If yes, than a Fire Department Fee and Inspection are required.

10. Will fireworks be sold at the event?  Yes  No

If yes, than a Fire Department Fee and Inspection are required.

11. Will there be alcohol sold or served at the event?  Yes  No

A liquor license is required if the event is open to the public, or if there is a fee for admission, food or drink. A State of Arizona Special Event or Extension of Premises Liquor License must be submitted 30-60 days before the event to Sales Tax and Licensing at the City of Peoria. See the Arizona Department of Liquor Licenses and Control website for additional information. Provide the type of license requested and date submitted below.

License Type Requested

Date Submitted

12. Will the event use canopies or tents?  Yes  No

All canopies and tents must be shown on the site plan. Canopies that are 400 square feet or larger (single or aggregate total) or tents 200 square feet or larger (single or aggregate total) require separate Fire Department Fee and Inspection. Tents/Canopies cannot restrict pedestrian or vehicular access to a site.

Provide manufacturers detail showing how it should be anchored and flame retardant certificate.

Identify the size and quantity of each canopy and tent below.

Size(s)

Quantity

13. Will the event include generators rated 20kw or larger?  Yes  No

If yes, than a Building Permit Fee and Inspection are required. Provide the size and quantity below.

Size(s)

Quantity

14. Will the event require or provide public or private security personnel?  Yes  No

If yes, than a separate Security Plan must be submitted. Contact the Police Department at 623-773-7082 for more information. Please briefly explain any security/control measures that will be in place.



15. Will the event require fire/medical personnel?  Yes  No

(Examples include but are not limited to large events in high temperatures, races, etc) Fees will apply. Contact the Fire Department at 623-773-7279 for more information.

16. Will the event require any closures or restriction of streets, sidewalks, or alleys?  Yes  No

If yes, than a separate Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, and street closures must be submitted. Contact the Police Department at 623-773-7002 for more information. Please briefly explain what closures or restrictions are proposed below.

17. Will there be any signs for the events?  Yes  No

If yes, diagrams or images of the proposed signs with dimensions are required. Signs must comply with the Temporary Event Sign Requirements in Article 14-34 of the Zoning Ordinance. Additional signage may be approved by a separate Special Event Sign Application. Inflatable structures that are considered signage require a separate Inflatable Structure Permit.

18. Please describe provisions to ensure neighboring residences and/or businesses are not adversely impacted.

19. Event Parking and Traffic

The event will include the following (check all that apply):

- On-site parking
- Existing public parking
- Parking on a dirt lot or unimproved area (Note: Dust control is required)
- Shuttle service from off-site parking areas
- Taxi service
- Valet service



## Temporary Use Permit

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Off-site parking

The Applicant is responsible for obtaining authorized approval for any private parking areas. Applicant is also responsible for ensuring adequate parking for attendees and for minimizing any negative impacts to adjacent areas.

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### Applicant Certification

Please initial by each statement to acknowledge that you have read and understand each of the requirements.

\_\_\_\_\_ I hereby certify that the information provided relating to this application is true, correct and complete to the best of my knowledge, and that I am authorized to execute this application.

\_\_\_\_\_ I hereby agree to comply with all applicable codes of the City of Peoria and the State of Arizona and with any conditions attached hereto.

\_\_\_\_\_ On behalf of myself and anyone who is related to or associated with the event (each, a "Responsible Party"), I hereby release and hold harmless the City of Peoria for, from and against any and all claims arising out of the Temporary Use Permit.

\_\_\_\_\_ To the fullest extent permitted by law, the Responsible parties shall defend, indemnify, and hold harmless the City of Peoria, its agents, officials, and employees, for, from and against all claims, damages, losses, liabilities, costs and expenses (including, reasonable attorneys' fees, and costs) to which any such Indemnified Party may become subject, under any theory of liability whatsoever ("Claims"), insofar as such Claims (or actions in respect thereof) relate to this event.

\_\_\_\_\_ I hereby acknowledge that all transactions in the course of the event are subject to any applicable City, county and/or state sales tax and assure that all event participants shall be notified regarding sales tax regulations.

\_\_\_\_\_ I agree to restore the property described in the TUP to its previous condition within 72 hours of cessation of the temporary use or expiration of the permit, whichever occurs first.

\_\_\_\_\_ I agree to notify the Code Compliance Division (623-773-7162) when the property has been restored so that an inspection may be conducted.

\_\_\_\_\_ I understand that failure to comply with the conditions of this permit may be considered as a critical element of the review of any subsequent applications. Gross failure may disqualify the company from being issued a Temporary Use Permit in the future.

Applicant's  
Signature \_\_\_\_\_

Date \_\_\_\_\_



Minimal Submittal Requirements

Please be advised that a Temporary Use Permit Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed. Once an application is determined to be complete, it will be routed for review and comment by various City staff. Should you have questions regarding this information or the items indicated on the checklist, please contact the City of Peoria Planning and Community Development, Planning Division at 602-773-7200. You may submit through email at planning@peoriaaz.gov.

Submittal Checklist

- Completed Application Form (Page 1 through 6 of this packet)
Property Owner Authorization (Page 7 of this packet)
Site Plan

The following items may be required based on answers provided in the questionnaire. If you selected yes on questions listed, select the appropriate box below:

- Food/Merchant Vendor List (If "yes" to question 4)
Traffic Control Plan (If "yes" to question 16)
Security Plan (If "yes" to question 14)
Sign Diagrams (If "yes" to question 17)
Request for Fire/EMS staff (If "yes" to question 15)

Fee Calculation Worksheet

Table with 2 columns: Description and Amount. Includes items like Temporary Use Permit Base Fee (\$500.00), Carnival/Fair/Market (\$200), Consumer Fireworks Sales, Fireworks Display, Generator Fee, and Tents/Canopies/Membrane Structures. Total\* is shown at the bottom.

For Department Use Only

Received By: Date:
Assigned Case No(s):



## Property Owner Authorization

This Property Owner Authorization Form is applicable to all property identified in the Temporary Use Permit application for:

Event Name \_\_\_\_\_

Property Address \_\_\_\_\_

### Owner Information

Name \_\_\_\_\_

Agent \_\_\_\_\_

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

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Statement of Authority

1. I hereby certify that I am the owner of the property or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf.
2. If the land has more than one owner, I hereby certify that I am the agent for all owners, and the word "owner" refers to them all.
3. I hereby certify that I have the authority from the owner(s) to act for the owner before the City of Peoria regarding any and all Temporary Use Permit regulatory or related matters involving all property identified in the Temporary Use Permit application.

### Authorization for Site Visits and/or Inspections

1. I hereby authorize the City of Peoria's staff to conduct site visits and/or inspections of the property and related properties identified in the Temporary Use Event application.
2. I understand that even though I have authorized the City of Peoria's staff to conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Signature of Owner  
or Owner's Agent \_\_\_\_\_

Date \_\_\_\_\_