TEMPORARY USE PERMIT

PROCESS GUIDE & APPLICATION

TEMPORARY USE PERMIT INFORMATION

Temporary Use Permits (TUPs) are intended to regulate uses on *private* property that occur for limited periods of time (not to exceed 60 days, except for off-site construction yards). **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 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.

Submittal Checklist

See Event Questionnaire to determine applicable fees and additional submittal materials

Note: *Please submit all plans on 8 ½" x11" paper and attach to application.*

___ 1. Application

___ 2. Owner Authorization Form

___ 3. TUP Fee **$100**

___ 4. Fire Permit Fees (if applicable) Contact the Fire Department at 623-773-7279 for more information.
- Tents/Canopies/Membrane Structures (bouncies) **$80** (each)
- Consumer Fireworks Sales - - - - - - - - - - - - - - - - - - **$35/ $200** (under/above exempt amount)
- Carnival/Fair/Market - **$200**
- Fireworks Display - **$500**

___ 5. Generator Fee **$50** (if applicable)

___ 6. Business License Number _____ (*Attach list of vendor license numbers on separate sheet if applicable*)

___ 7. Special Event Liquor License Number (if applicable) _____

___ 8. Site Plan of the temporary use/event area indicating the location of the following:
- Buildings/Structures
- Access/Admission Points
- Tents/Canopies
- Parking
- Temporary Fencing
- Merchandise/Food Vendors
- Open Flames/Cooking Areas
- Carnival/Amusement Rides
- Generators
- Signs

___ 9. Sign Diagrams

___ 10. Traffic Control Plan (if applicable)

___ 11. Security Plan (if applicable)

___ 12. Request for Fire/EMS staff (if applicable)

EVENT QUESTIONNAIRE			
Events with certain characteristics may require additional permits/fees.			
Sales *Will there be an admission charge and/or items/services sold at the event?* If so, a City of Peoria Business License is required unless the organization is a registered non-profit. The Business License number must be provided on this application. Note: Every vendor must also have a Business License.	Yes	No	If org. is a registered non-profit, provide Tax Exempt ID or other proof of status _____
Signs *Will there be any signs for the event?* 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.	Yes	No	Size(s)_____ _____ Quantity:_____
Tents/Canopies *Will the event include tents and/or canopies?* All tents must be shown on the site plan. If canopies will exceed 400 square feet (single or aggregate total) or tents will exceed 200 square feet (single or aggregate total) a Fire Department Fee and Inspection are required.	Yes	No	Size(s)_____ _____ Quantity:_____
Open Flames/Cooking *Will the event include open flames/cooking?* If yes, a Fire Department Fee and Inspection are required.	Yes	No	Explain:_____ _____
Fireworks Display *Will the event include a fireworks display?* If yes, A Fire Department Fee and Inspection are required.	Yes	No	
Fireworks Sales *Will fireworks be sold at the event?* If yes, a Fire Department Fee and Inspection are required.	Yes	No	
Carnival/Fair/Market Will the event include a carnival, fair (including farmer's markets)? If yes, a Fire Department Fee and Inspection are required.	Yes	No	
Alcohol *Will the event include the sale or serving of alcohol?* If yes, a State of Arizona Special Event or Extension of Premises Liquor License must be submitted **30-60 days before the event**. The liquor license application number must be provided on this application.	Yes	No	Type of License requested: _____
Electrical generators *Will the event include generators rated > or = 20 KW?* If yes, a Building Permit Fee and Inspection are required.	Yes	No	Size(s)_____ Quantity:_____
Right of Way Usage *Will the event require any closures or restriction of streets, sidewalks, or alleys?* If so, 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.	Yes	No	
Security *Will the event require public or private security personnel?* If so, a separate **Security Plan** must be submitted. Contact the Police Department at 623-773-7082 for more information.	Yes	No	
Fire/Medical Personnel *Will your event require fire or EMS staff?* (Ex: large events in high temperatures, races, etc.) Fees will apply. Contact the Fire Department at 623-773-7279 for more information.	Yes	No	

City of Peoria
Temporary Use Permit Application

9875 N. 85th Ave Peoria, AZ 85345
Phone: 623-773-7601

OFFICE USE ONLY		
Date	Fees	Permit #

Please complete all information, do not leave any spaces blank. Write N/A in spaces that do not pertain to your event. Incomplete applications will not be processed.

APPLICANT INFORMATION

Organization Name:_____

_____

Contact Name:_____

Address:_____

City:_____ State: _____Zip:_____

Phone:_____

Fax:_____

E-Mail:_____

Peoria Business License/Tax ID:_____

Business Phone:_____

EVENT INFORMATION

Name of Event:_____

Address/Location of Event:_____

_____

Parcel #:_____

Existing Land Use:_____

Existing Zoning:_____

Gross Acreage/Square Footage:_____

Name of Property Owner:_____

Owner Phone #:_____

Owner E-mail:_____

Date(s) of Event:_____

Hours of Event:_____

Set Up Date/Hours:_____

Clean-Up Date/Hours:_____

Event Description:_____

_____

_____

_____

_____

_____

I herby certify that the above information and information submitted as part of the requested application is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized to file on behalf of the owner.

I also agree to restore the property described in the Temporary Use Permit Application to its previous condition within 72 hours of cessation of the temporary use or expiration of the permit, whichever occurs first.

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

Applicant's Signature_____**Date** _____

OWNER AUTHORIZATION FORM

It is requested that a **Temporary Use Permit** application be accepted by the Planning Division of the City of Peoria for property generally located at:

_____.
(e.g. northeast corner of 85th Ave. & Mountain View Rd.

Tax Parcel Number _____ - _____ - _____

Address (if applicable) _____

Said property is owned by:
_____

_____

I hereby certify that the above information and information submitted as part of the requested application is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized by the owner. (If not owner of record, attach written authorization from owner.)

_____ _____
Owner's Name Date

_____ _____
Owner's Signature Date