



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.

<p>Sales <i>Will there be an admission charge and/or items/services sold at the event?</i> 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.</p>	Yes	No	If org. is a registered non-profit, provide Tax Exempt ID or other proof of status _____
<p>Signs <i>Will there be any signs for the event?</i> 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.</p>	Yes	No	Size(s) _____ _____ Quantity: _____
<p>Tents/Canopies <i>Will the event include tents and/or canopies?</i> 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.</p>	Yes	No	Size(s) _____ _____ Quantity: _____
<p>Open Flames/Cooking <i>Will the event include open flames/cooking?</i> If yes, a Fire Department Fee and Inspection are required.</p>	Yes	No	Explain: _____ _____
<p>Fireworks Display <i>Will the event include a fireworks display?</i> If yes, A Fire Department Fee and Inspection are required.</p>	Yes	No	
<p>Fireworks Sales <i>Will fireworks be sold at the event?</i> If yes, a Fire Department Fee and Inspection are required.</p>	Yes	No	
<p>Carnival/Fair/Market Will the event include a carnival, fair (including farmer's markets)? If yes, a Fire Department Fee and Inspection are required.</p>	Yes	No	
<p>Alcohol <i>Will the event include the sale or serving of alcohol?</i> 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.</p>	Yes	No	Type of License requested: _____
<p>Electrical generators <i>Will the event include generators rated over 20 KW?</i> If yes, a Building Permit Fee and Inspection are required.</p>	Yes	No	Size(s) _____ _____ Quantity: _____
<p>Right of Way Usage <i>Will the event require any closures or restriction of streets, sidewalks, or alleys?</i> 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.</p>	Yes	No	
<p>Security <i>Will the event require public or private security personnel?</i> If so, a separate Security Plan must be submitted. Contact the Police Department at 623-773-7082 for more information.</p>	Yes	No	
<p>Fire/Medical Personnel <i>Will your event require fire or EMS staff?</i> (Ex: large events in high temperatures, races, etc.) Fees will apply. Contact the Fire Department at 623-773-7279 for more information.</p>	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: _____
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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: _____
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Event Description: _____

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 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** _____

