



Planning & Development
Department

TEMPORARY USE PERMIT



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Planning & Development Department TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS



Procedures for making application for a Temporary Use Permit, as provided in the Maricopa County Zoning Ordinance (Chapter 13, Section 1302).

A Temporary Use Permit is required for any of the following:

- Temporary Housing during construction of a dwelling
- Temporary Events
- Non-residential Use of a Mobile Home
- Underage Occupancy within the Senior Citizen Overlay Zoning District
- Temporary Seasonal Sales
- Temporary Model Home Sales Complex
- Temporary Construction Office/Yard Complex
- Temporary Caretaker's Quarters
- Other Temporary Uses as determined by the zoning inspector

An application for a Temporary Use Permit, the application fee, and all supporting materials listed below shall be submitted to the Maricopa County Planning & Development Department. **Application(s) determined to be incomplete shall not be processed by staff.** Applications for a **Temporary Event** must be submitted at least 30 days prior to the first planned event date or the application will not be accepted.

Upon acceptance of a complete application by staff, the subject property shall be posted with a "Notice of Application" for a period of 10 days. Every attempt will be made to ensure the posting occurs within seven (7) working days from the date of application.

If a written appeal (objection/protest) is received within the 10-day posting period, the matter shall be placed on the agenda of the first available Board of Adjustment hearing for resolution. The applicant and appellant will be notified in writing of the hearing date.

If no objection is received during the required 10-day posting period, the Temporary Use Permit may be issued administratively, provided all other conditions of approval have been met.

Note: In the case of Temporary Housing, a building permit is required for both the permanent dwelling being constructed and the structure being used as the temporary residence. The building permit for the permanent dwelling must remain active while the Temporary Use is in effect. A separate zoning clearance and/or building permit is also required for all other temporary uses.

Failure to meet any required conditions placed upon the Temporary Use Permit shall result in revocation of the Temporary Use Permit by the Zoning Inspector. Requests for a time extension to the Temporary Use Permit shall be submitted to and processed through the Board of Adjustment, as outlined in the Maricopa County Zoning Ordinance (MCZO).

TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS

INFORMATION REQUIRED FOR SUBMITTAL

1. **APPLICATION.** The application is to be completed in full. Staff will only accept a completed application form. The property's recorded legal description must be indicated on the application.
2. **FINANCIAL RESPONSIBILITY** – 1 copy
3. **TEN FOLDED COPIES OF A SITE PLAN, INCLUDING A VICINITY MAP OF THE PROPERTY, DRAWN TO SCALE, AND INDICATING THE FOLLOWING** (example attached):
 - North arrow and scale.
 - Property lines and dimensions.
 - Location and dimensions of all existing and proposed structures and/or temporary uses (including fences and pools, septic tanks). Include distances from property lines and distances between structures.
 - Location and width of dedicated streets or recorded easements on, or adjacent to, the property.
4. **A REDUCED (8-1/2" X 11") COPY OF SITE PLAN**
5. **COMPLETED SUPPLEMENTAL QUESTIONNAIRE** (attached).
6. **TWO COPIES OF OFFICIAL RECORDED DEED** (or title and authorization to use the site).
7. **AFFIDAVIT OF NOTICE OF OPPOSITION** (attached) – signed and notarized (required for any temporary event).
8. **FILING FEE** (per year, payable at the time of application as noted above):

All outstanding fees and fines against a property owed to the department shall be current and paid in full before any application will be scheduled for approval.

- Residential Use: \$250.00 per application/renewal
- Non-residential Use: \$750.00 per application/renewal
- Drainage Review Fee: \$60.00 per application/renewal
- Environmental Services Fee (except temporary events): \$25.00 per application/renewal
- Addressing Fee: \$10.00/\$50.00 (if applicable)

Please note fees are **doubled** if the Temporary Use is the result of a violation case.

9. **SUPPORTING MATERIALS** - any other information deemed necessary by the applicant or staff.
10. **TEMPORARY CARETAKER'S QUARTERS ONLY**: Documentation supporting the need for the caretaker's quarters. This may include notarized letters from a physician or other documentation as determined necessary by staff. This Temporary Use must be renewed on a yearly basis.

TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS

11. **TEMPORARY EVENTS ONLY**: Ten (10) copies of a narrative report, which includes the following:
- a. Police Traffic Control Protection: State if proposed and identify how it is to be provided.
 - b. Water Facilities: State if proposed and identify how it is to be provided.
 - c. Food Concessions: Quality and quantity of food and location of concessions must be approved by the Maricopa County Environmental Services Department (MCESD) prior to issuance of any Temporary Use Permit.
 - d. Sanitation Facilities: All sanitation facilities must be approved by the MCESD prior to issuance of any Temporary Use Permit.
 - e. Medical Facilities and Fire Protection: State if proposed and identify how it is to be provided.
 - f. Parking Areas: Identify amount and location of parking for attendees of the temporary event. Parking shall be required to meet minimum requirements as outlined in Section 1102 of the Maricopa County Zoning Ordinance (MCZO). Adequate dust control shall be provided as per Maricopa County Department of Transportation (MCDOT) and Air Quality Department requirements.
 - g. Access, Traffic and Parking Control: Identify ingress and egress for the temporary event.
 - h. Time of Operation: Identify the duration of the use (both dates and hours of operation).
 - i. Illumination: State if proposed and identify how it is to be provided. All outdoor lighting must comply with Section 1112 of the MCZO.
 - j. Overnight Camping Facilities: All overnight camping facilities shall be reviewed and approved by MCESD prior to issuance of any use permit.
 - k. Other: Identify the anticipated number of attendees; include any other information which staff deems necessary.



**Planning & Development
Department
TEMPORARY USE PERMIT APPLICATION**
APPLICATION MUST BE COMPLETED IN FULL
ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

**REQUEST**

Requested Temporary Use: _____
 Description of Request: _____

 Length of Time Requested: _____
 Current Zoning District: _____
 Existing Use of the Property _____

PROPERTY INFORMATION

Address (if known) _____
 Directions to subject Property (Include nearest City/Town): _____

 Size in Acres: _____ Square Feet: _____
 Section: _____ Township: _____ Range: _____
 Assessor's Parcel Number(s): _____
 Building Permit # (if applying for Temporary Housing): _____
 Violation Case # (if applicable): _____

APPLICANT INFORMATION

Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax #: _____ E-mail Address: _____

PROPERTY OWNER INFORMATION

Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax #: _____ E-mail Address: _____

PROPERTY OWNER AND APPLICANT AUTHORIZATION

I (property owner) _____ authorize (applicant's name) _____
 to file this application on all matters relating to this request with Maricopa County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including stipulations, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.

PROPOSITION 207 WAIVER

The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, with full knowledge of all rights granted to the property owner pursuant to A.R.S. §§12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Maricopa County as result of the filing of this application.

Property Owner Signature: _____ Date: _____

CASE INACTIVITY

Cases which are not active within six (6) months will be considered inactive and closed by staff. A letter addressing the inactivity will be sent to the applicant or property owner with notification of the case to be closed within thirty (30) days. To pursue entitlement after the closing of the case, a new application and associated fees will need to be filed.

FEES

Residential Use:	\$250.00 per application/renewal
Non-residential Use:	\$750.00 per application/renewal
Drainage Review Fee:	\$60.00 per application/renewal
Environmental Services Fee:	\$ 25.00 per application/renewal (except Temporary Events)
Addressing Fee:	\$ 10.00 /\$50.00 (if applicable)

Please note fees are **doubled** if the Temporary Use is the result of a violation case.



Planning & Development
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ADDENDUM: PERSONAL GUARANTEE OF FINANCIAL RESPONSIBILITY

I, _____, hereby absolutely, unconditionally and irrevocably
(print name)

guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application, including any fees incurred if this application is withdrawn, and the property for which the application made, without the necessity of Maricopa County first seeking payment from the named applicant.

All outstanding fees and fines against a property owed to the Department must be current and paid in full before any application will be scheduled for hearing or administrative approval as applicable.

Signature of Guarantor: _____

Date: _____



Planning & Development
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AFFIDAVIT OF NOTICE OF OPPOSITION



Date: _____

I, _____, being the owner or authorized applicant for the Maricopa County case referenced below, do hereby affirm that I understand that the subject property must be posted for a ten-day period and if opposition is received during that time the request must be forwarded to the Board of Adjustment for a final decision. I also affirm that if opposition is received or if staff cannot approve my request for any reason before the date of the requested use or event I will not use the subject property for the purpose requested.

Owner's/Applicant's signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

DEPARTMENT USE ONLY:	
CASE NUMBER:	_____
PROJECT NAME:	_____



**Planning & Development
Department**

2009 FILING DEADLINES AND HEARING DATES



BOARD OF ADJUSTMENT DRAINAGE REVIEW BOARD	
Variance, Interpretation, and Appeal of Staff Decision	
Appeals of Temporary Use Permits	
Hearing dates are tentative.	
Held in the Board of Supervisors Auditorium, 205 West Jefferson, Phoenix, AZ 85003	
Application Deadline 12:00 Noon	Board Hearing Date
December 2, 2008	January 7, 2009
January 6, 2009	February 18, 2009
February 3, 2009	March 11, 2009
March 3, 2009	April 8, 2009
April 7, 2009	May 13, 2009
May 5, 2009	June 10, 2009
June 2, 2009	July 8, 2009
July 7, 2009	August 12, 2009
August 4, 2009	September 9, 2009
September 1, 2009	October 14, 2009
October 6, 2009	November 11, 2009
November 3, 2009	December 9, 2009
December 1, 2009	January 13, 2010*

*January date is tentative



Planning & Development
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PLANNING ACTIVITY CHECKLIST

PLEASE RETURN THIS FORM WITH ALL REQUESTED DOCUMENTS



TEMPORARY USE CHECKLIST

YES NO N/A

- 1. Temporary Use Permit Application
Comments: _____
- 2. Supplemental Questionnaire
Comments: _____
- 3. Ten (10) Site Plans - **FOLDED** (if larger than 8-1/2" x 11")
Comments: _____
- 4. One (1) Site Plan (8½" X 11")
Comments: _____
- 5. Two (2) Recorded Deeds (proof of ownership)
Comments: _____
- 6. Affidavit of Notice of Opposition
Comments: _____
- 7. Ten (10) Temporary Event Narratives (if applicable)
Comments: _____
- 8. Temporary Caretakers Documents (if applicable)
Comments: _____
- 9. TU Fee
Comments : _____
- 10. Drainage Fee
Comments : _____
- 11. Environmental Fee
Comments : _____
- 12. Addressing Fee
Comments : _____
- 13. Other
Comments: _____
- 14. Financial Responsibility – 1 copy

RECEIVED BY: _____ DATE: _____

