



# Maricopa County

## Planning & Development Department

### Department Directive

Department Directive:  
DD-2013-08

Supersedes: DD-2001-08  
DD-99-040

Effective: Immediately

Initiator: Tom Ewers

Director: *Debra W. Stark*

**PURPOSE:** To establish appropriate deadlines for submitting Temporary Use Permit applications to account for administrative processing including posting the property for ten days as required by the Zoning Ordinance.

**REFERENCE:** Article 1302.2 of the Zoning Ordinance and the TU application form.

**POLICY/PROCEDURE:** Processing of Temporary Use Permits shall be as outlined in the Current Planning Division's "Current Planning Procedures". Section 1302.3.3 of the Zoning Ordinance requires a 10-day posting period, free from any opposition, for all Temporary Use applications before staff may approve the request. The ordinance does not require a certain time period before the posting must take place. Typically staff requires several days to verify addressing and parcel numbers and to create the file and initially review the case in order to create posting documents in order to finally post the property. Posting is usually accomplished within 10 business days of initial application submittal.

Because the Zoning Ordinance requires the 10-day posting period and because it typically takes at least 10 business days to post a property there is no guarantee the site can be posted and the case processed unless a completed application is received with at least 20 business days available to post property and process the application. This is especially important in requests for temporary events as applicants often apply for a TU only 10 or 11 days prior to the event planned to take place.

Further, staff has created an Affidavit of Notice of Opposition whereby an applicant must sign a document stating that they will not use a premise for the use or event requested if opposition is received within the 10-day posting period. This will put the applicant on record of knowing that a particular use or event may not take place if the request is opposed and forwarded to the Board of Adjustment for a final decision.