



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.

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 20 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 request shall be placed on the agenda of the first available Board of Adjustment hearing for resolution. The owner or owner's authorized agent 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 approved 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.

TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS

INFORMATION REQUIRED FOR SUBMITTAL

1. **APPLICATION – 10 copies.** The application is to be completed in full. Staff will only accept a completed application form.
2. **FINANCIAL RESPONSIBILITY – 1 copy**
3. **Ten COPIES (folded if 24" x 36") OF THE SITE/PLOT PLAN of the property, indicating the following:**
 - a) The site plan must be drawn to a recognizable scale, i.e. 1" = 20'.
 - b) North arrow and scale (written and graphic scale) shown on plan.
 - c) All property lines must be clearly shown and dimensions indicated.
 - d) Location and dimensions of all existing and proposed structures (including fences, signs and pools) from property lines and distance between structures.
 - e) Location and width of dedicated streets, recorded easements, (provide recording number) and patent easements on or adjacent to property (include names of streets if applicable).
 - f) All existing and proposed structures must be shown and dimensioned on the site/plot plan.
4. **A REDUCED (8-1/2" X 11") COPY OF SITE PLAN**
5. **COMPLETED SUPPLEMENTAL QUESTIONNAIRE – 10 copies** (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 hearing.

- 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 owner or authorized agent or staff. Pictures of the subject property and surrounding properties should be provided.

TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS

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.
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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
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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: _____ Existing Zoning District: _____ Length of Time Requested: _____ Current Zoning District: _____ Existing Use of 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): _____
OWNER'S AUTHORIZED AGENT 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 OWNER'S AGENT AUTHORIZATION
I (property owner) _____ authorize (owner's agent) _____ 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: _____
VERIFICATION OF APPLICATION INFORMATION
I certify that the above statements are true. If any of the above statements is willfully false, I understand that I am subject to punishment and that any approvals or permits granted by Maricopa County in reliance upon the truthfulness of the above statements may be revoked or rescinded. 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 owner's authorized agent 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.
<small>Please note fees are doubled if the Temporary Use is the result of a violation case.</small>



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 and the property for which the application made, including any fees incurred if this application is withdrawn, 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: _____



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LIMITED LIABILITY COMPANY RESOLUTION

Be it resolved that the transaction herein referred to, being herewith approved, _____ member of _____, L.L.C. be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of filing necessary applications with the Maricopa County Planning and Development Department to obtain _____ for parcel number(s) _____.

I, _____ (attesting witness); member of _____ L.L.C., a Limited Liability Company of the State of _____, CERTIFY that the foregoing Resolution is duly authorized by the Certificate of Formation and the Operating Agreement of the company; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: _____



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CORPORATE RESOLUTION

Be it resolved that the transaction herein referred to, being herewith approved, _____ President of _____, be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of filing necessary applications with the Maricopa County Planning and Development Department to obtain _____ for parcel number(s) _____.

I, _____ (attesting witness); Secretary of _____ a corporation of the State of _____, CERTIFY that the foregoing Resolution is duly authorized by the Board of Directors of the company; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: _____



Planning & Development
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AFFIDAVIT OF NOTICE OF OPPOSITION

Date: _____

I, _____, being the owner or authorized agent 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/Authorized Agent's signature: _____

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

Notary Public

My Commission Expires: _____



Planning & Development
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2012 FILING DEADLINES AND HEARING DATES

**BOARD OF ADJUSTMENT (BOA)
DRAINAGE REVIEW BOARD (DRB)**

Held in the Board of Supervisors Auditorium, 205 West Jefferson,
Phoenix, AZ 85003

BOA/DRB Hearing Deadline *	BOA/DRB Hearing Date (Thursdays)
November 23, 2011	December 19, 2011
December 16, 2011	January 12, 2012
January 13, 2012	February 9, 2012
February 17, 2012	March 8, 2012
March 16, 2012	April 12, 2012
April 13, 2012	May 10, 2012
May 18, 2012	June 14, 2012
June 15, 2012	July 12, 2012
July 13, 2012	August 9, 2012
August 17, 2012	September 13, 2012
September 14, 2012	October 11, 2012
October 12, 2012	November 8, 2012
November 16, 2012	December 13, 2012

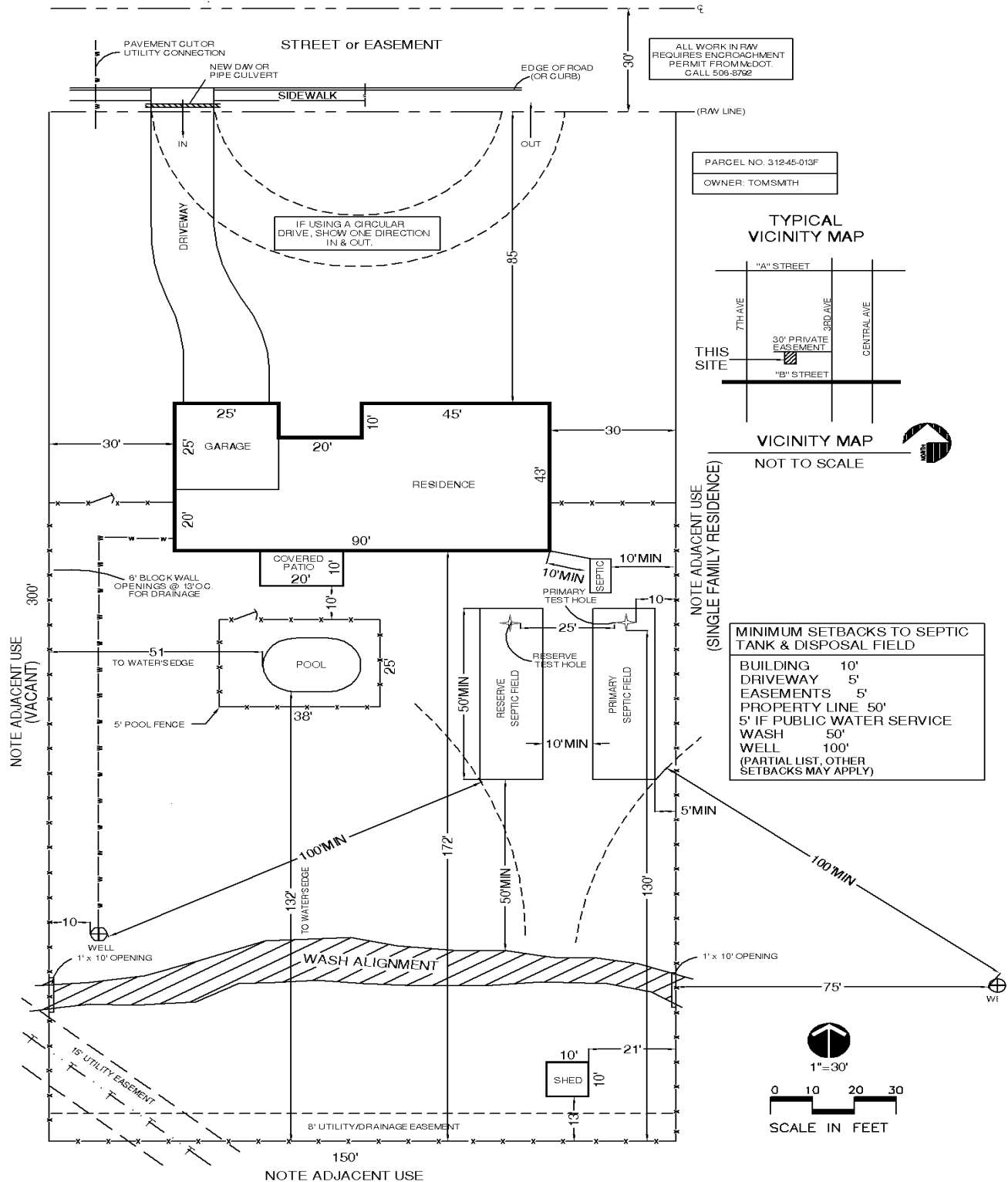
* Applications should be submitted at least two (2) weeks in advance of the hearing deadline. Requests will not be scheduled for a hearing until the application is deemed complete, all reviewing County agencies have signed off on the proposal, all applicable fees are paid, and all outstanding technical comments are addressed.



Planning & Development Department



TYPICAL RESIDENTIAL SITE PLAN



SAMPLE ONLY (DRAWING SHOWN IS NOT TO SCALE)

ADDITIONAL DETAILED PLANS MAY BE REQUIRED.