TOWN OF TUSAYAN

845 Mustang Dr., P.O. Box 709
Tusayan, AZ 86023
P: 928.638.9909 | E: tusayantownmanager@tusayan-az.gov

TEMPORARY USE PERMIT APPLICATION

APPLICANT

Name _____

Mailing Address _____

_____

_____

Contact Person _____

Phone _____ Cell _____

Email _____

BUSINESS INFORMATION

Business Name _____

Phone _____ Cell _____

Address/Location _____

_____

_____

Assessor's Parcel # _____

General Plan Designation _____

Zoning _____

TEMPORARY USE PERMIT REQUEST

Please provide a detailed description of the request, including proposed dates and times of operation.

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SUBMITTAL CHECKLIST

☐ One copy or electronic copy of the proposed site plan - scaled and adequately dimensioned – detailing property boundaries; existing improvements and uses; proposed improvements and uses; method of sewage disposal; and any proposed signs.

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Department of Community Development access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct, and I agree to abide by the regulations of this jurisdiction.

Signature of Applicant

_____ Date _____

Signature of Property Owner

_____ Date _____

OFFICE USE ONLY

Received By _____ Date _____

Receipt # _____ Fee _____

Case # _____

Related Cases _____

STAFF ACTION

❑ Approved with Conditions (see attachments) ❑ Denied

Action By _____ Date _____

Expiration _____

**Pursuant to A.R.S. § 9-495, the Town Manager can be contacted via email or phone at the email address or phone number listed above.*

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Standard Conditions for Temporary Use Permits

Coconino County Zoning Ordinance Section 14.1: Temporary Uses

All time requirements are consecutive days per calendar year unless specifically stated otherwise. Only one temporary use permit is to be issued for a parcel at any one time. Permits shall not have overlapping time frames.

A. Special events shall include such outdoor activities as:

1. Transient amusement activities (carnivals, circuses)
2. Tent revivals, seasonal festivals
3. Outdoor sales events (sidewalk, parking lot sales)
4. Outdoor art and craft shows, exhibits (art, craft, RV, boat)

Events shall be limited to a maximum of three (3) times per calendar year not to exceed a maximum duration of five (5) days per event.

B. Christmas tree sales lots, subject to not more than 40 days of site occupation and operation per year.

C. Campaign offices subject to not more than 70 continuous days of site occupation and operation.

D. Religious, patriotic, historic, or similar displays or exhibits within yards, parking areas, or landscaped areas, subject to not more than 30 days of display in any one year period for each exhibit.

E. Contractor's office and storage yards on the site of an active construction project.

F. Manufactured home residences or trailers for security purposes on the site of an active construction site of major development projects but for not more than a total of six months in any 12 month period.

G. Stands for the sale of jewelry, furs, rugs and similar home-type products subject to not more than 30 days per year.

H. Stands for the sale of produce subject to not more than 30 days per year. The provisions of this subsection do not apply to the sale of produce raised on the premises.

I. Temporary retail food sales subject to not more than 30 days per year. This shall include stands for sales at one (1) day special events.

J. Establishment of batch plants in conjunction with road construction projects subject to Planning and Zoning Commission approval.

K. Temporary occupancy of a recreational vehicle or a travel trailer in the G, AR, RR, or MHP Zone for a period not to exceed 100 consecutive days per calendar year, provided that the lot or parcel is not already occupied by a dwelling or other residential structure.

L. Upon the issuance of a building permit, temporary occupancy of a recreational vehicle or a travel trailer in the G, AR, or RR Zone for a period not to exceed six months, provided that the lot or parcel is not already occupied by a dwelling or other residential structure. The temporary use permit may be renewed only if the building permit is issued for a dwelling, and if the building permit remains active.

M. Additional uses determined to be similar to the foregoing in the manner prescribed in Section 20.1 (Determination as to Uses Not Listed) may be granted permits by either the Director of Community Development or Planning and Zoning Commission.

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Standard Conditions for Temporary Use Permits

Section 14.1-1: Permits and Bonds

All temporary uses shall be subject to the issuance of a temporary use permit. Issuance may be through the action of the Director of Community Development or the Planning and Zoning Commission. Upon application for a temporary use permit written authorization of the property owner for the property on which the temporary use is proposed shall be provided. Said authorization shall include reference to the requested use and acknowledgement of proposed time frame for operation of said use.

Prior to the issuance of a temporary use permit a cash bond shall be deposited with the County Finance Department. This deposit shall be used to defray the costs of cleanup of the property by the County in the event the permittee fails to do same.

Section 14.1-2: Performance Standards

Approval of a temporary use permit application shall require compliance with the following performance standards and any further conditions deemed necessary by the Director of Community Development or Planning and Zoning Commission in order to reduce possible detrimental effects to surrounding developments and to protect the public health, safety, and welfare.

Noise: Noise shall not be generated by any use to the point of disturbing the peace, quiet and comfort of neighboring residences or businesses.

Parking: Adequate parking shall be provided. All parking shall be located on the same property as the temporary use; public rights-of-way shall not be used for parking.

Location: No permit shall be issued for a use the location of which is deemed to be potentially hazardous to the public. This includes, but is not limited to, heavily congested and/or trafficked areas where the use may impede or inconvenience the public. No use shall be permitted in a public right-of-way.

Sanitation: All requirements of the County Health Department and/or other regulatory Health Authorities shall be met. Provisions for disposal of solid waste shall be required for all uses.

Signs: One (1) freestanding or wall mounted sign not exceeding six (6) square feet in area and six (6) feet in height is permitted. A diagram of the sign indicating size, text, location on site is required. Color and materials may be reviewed if site is within a DRO Zone. No off site sign is permitted. Additional signing may be permitted at the discretion of the Planning and Zoning Commission.

Lighting: All lighting sources shall be aimed or shielded so that the direct illumination shall be confined to the property boundaries of the light source. The operation of searchlights or similar lighting sources is prohibited.

Other Permits: Any required Health Department and Sheriff's Office permits or licenses shall be obtained.

Section 14.1-3: Appeal

If a permit is denied by the Director, the applicant may appeal his decision within thirty (30) days to the Planning and Zoning Commission. The decision of the Commission shall be final fifteen (15) days from the date of the decision unless an appeal is filed. The Commission's decision may be appealed within fifteen (15) calendar days to the Board of Supervisors by the applicant or any other person as prescribed in Section 20.6 (Appeals: Board Review).

Section 14.1-4: Extension or Modification of Limitations

Upon written application, the Director of Community Development may extend the time within which temporary uses may be operated (up to a period of 90 days), or may modify the limitations under which such uses may be conducted if the Director determines that such extension or modification is in accord with the purposes of the zoning regulations.

Section 14.1-5: Condition of Site Following Temporary Uses

Each site occupied by a temporary use shall be left free of debris, litter, or any other evidence of the temporary use upon completion or removal of the use, and shall thereafter be used only in accord with the provisions of the zoning regulations.

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