

APPLICATION FOR TEMPORARY USE PERMIT

(Please print or type)

Property Owner: _____ Phone: _____

Owner's Mailing Address: _____ City: _____ Zip: _____

Authorized Representative: _____ Phone: _____

Rep's Mailing Address: _____ City: _____ Zip: _____

Property Address: _____ **City:** _____ **Zip:** _____

Tax Code Number(s): _____ - _____ - _____ Lot Area: _____ Zone: _____

PLEASE ANSWER THE FOLLOWING (ATTACH A SEPARATE SHEET IF NECESSARY):

State the specific temporary use requested & why it is needed.

Does the request involve the temporary use of a mobile or manufactured home during construction of a permanent residence?

Is the requested use intended to be temporary? Specify the time period requested for the temporary use, including the starting date.

Address whether the temporary use request conforms to the standards for board consideration (Listed on page 2 of the temporary use permit procedure).

I, the undersigned represent that all the facts in this application are true to the best of my knowledge. I am aware that application for necessary permits must be made within **30 days** of the issuance of the temporary use permit and that **failure to apply for necessary permits within that time renders the temporary use permit null and void.**

Date: _____ Signature of Owner or Representative: _____

Print Name: _____

Owner or authorized representative must appear in person at public hearing to present the request; otherwise the case may be dismissed. **Please initial here** _____.

I have read and understood the board of adjustment guidelines and standards for granting a temporary use permit. **Please initial here** _____.

The following documents are attached:

- ' Sketch plan [provide 1 copy if 8½" x 11" **or** provide 10 copies (folded to 8½" x 11") if larger than 8½" x 11"].,
- ' County Assessor's map showing the boundaries of the subject property,
- ' APIQ print out (County Assessor's print out showing current owner of property),
- ' Letter of authorization for representative to apply (**original signature of owner is required**),
- ' Appropriate fee.

FOR OFFICE USE ONLY

Case Title: _____ Co10()01 - _____ map# _____
OWNER'S NAME - STREET NAME(ex. JONES - E. SPEEDWAY BOULEVARD)

(Owner): _____, represented by _____
on property located at _____ in the _____ zone,
requests a temporary use permit to _____

Section(s) _____ of the Pima County Zoning Code requires(s)

_____.

REC'D AT DEVELOPMENT SERVICES - PLANNING DIVISION BY _____ DATE ____/____/01.

* A request for continuance of an advertised application or a change in the original request by an applicant, must be accompanied by an additional fee.

BOARD OF ADJUSTMENT TEMPORARY USE PERMIT PROCEDURE

There are five boards of adjustment in Pima County, one for each Supervisorial District. An applicant applies to and appears before the board of adjustment in which his/her property lies. Only the property owner or his/her authorized agent may apply for a temporary use permit.

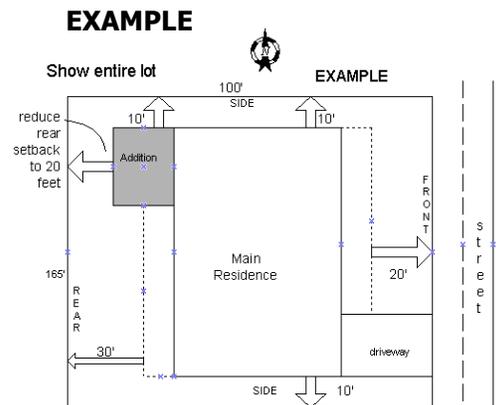
APPLICATION: Application for a temporary use permit is made at the office of the Planning Division - Development Services Department, 201 N. Stone Avenue, Public Works Building, 2nd Floor.

The application form **must** be accompanied by the following:

1. **County Assessor's map** showing boundaries of subject property;
2. **Assessor's property inquiry (APIQ) printout** showing current ownership of subject parcel. (If the applicant is not shown as the owner of the subject parcel, **a letter of authorization, with the owner's original signature**, matching the printout from the Assessor, must accompany the application at the time of submittal. If the ownership indicates ownership in a numbered trust, i.e., Chicago T & Tr #700, an original signature from the Trust Officer is required along with a disclosure of the beneficiaries of the trust. If the printout indicates ownership to be in an LLC, LP, corporation or company, an original signature from an officer with his/her title is required along with a disclosure of the officers of the entity.)
3. **Temporary Use Permit fee** [Fees are not refundable even if the temporary use permit is not approved]
4. **Sketch plan** (see below for instructions) [provide 1 copy if 8½" x 11" **or** provide 10 copies (folded to 8½" x 11") if larger than 8½" x 11"].

These features **must** be shown on the sketch plan:

- C entire lot with dimensions
- C arrow showing the north direction
- C adjacent street(s) or roadway(s)
- C all existing and proposed structures
- C access (i.e. driveway) and parking
- C distances from structures to property lines and distance between structures
- C highlight the feature(s) which are the subject(s) of the temporary use permit request
- C label property lines & label "front" property line



L **NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

STAFF REVIEW: Upon submittal of a complete application, the temporary use permit request will be scheduled for the next available meeting (30-45 days). A staff report will be prepared with a recommendation for a decision.

NOTICE: Staff will give public notice of the proposed temporary use permit request no less than 15 days prior to the public hearing.

PUBLIC HEARING: The applicant or authorized agent shall present information to describe the requested temporary use permit and to demonstrate that the temporary use permit meets the standards listed below (refer to "Standards"). The board may require that additional information be provided by the applicant.

Persons who wish to speak to the board regarding the temporary use permit request may do so during the public hearing.

The board of adjustment may approve the temporary use permit with or without conditions, deny the temporary use permit, or continue the temporary use permit up to three months.

DECISION LETTER: The applicant will receive a letter specifying the board of adjustment's decision on the temporary use permit request.

PERMITS: If the temporary use permit is approved, an application for the necessary permits for use and construction of the property must be made **within 30 days** of the issuance of the temporary use permit. Failure to apply for necessary permits within the time limit shall render the temporary use permit null and void.

APPEALS: Any person aggrieved by a decision of the board may make an appeal to superior court within 30 days of the date of the action of the board.

REVOCATION: When any condition of a temporary use permit is violated, the temporary use permit and all County permits issued pursuant to the temporary use permit shall be null and void.

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Standards:

A temporary use permit may be issued only after a finding by the board that the temporary use:

1. Is of a true temporary nature;
2. Does not involve the erection of a substantial building;
3. Will not cause injury to or adversely affect the rights of adjacent property owners or residents;
4. Is in harmony with the general intent and purposes of this code; and
5. Does not violate state law or other provisions of Pima County ordinances.