





## Application Intake Checklist

- 1) Application Fee
  - a) Temporary Use Permit - Administrative Reviewed - \$60
  - b) Temporary Use Permit – Requiring Board of Adjustment Review - \$585.00 plus a 5% Technology Recovery Fee
- 2) Site Plan (*preferably drawn to a 1 inch = 20 foot or similar scale*) illustrating the following:
  - a) Property boundaries
  - b) Existing buildings
  - c) Existing paved parking spaces and drive aisles
  - d) Existing Landscaping
  - e) Driveway access, sidewalks and all entrances to the property
  - f) Location and size of area to be occupied by Temporary Use equipment, tent, mobile stand, vehicles, etc.
  - g) Type and location of temporary electrical service, including extension cords and generators if applicable
  - h) Storage building or outside storage of materials associated with the Temporary Use
  - i) Description of any signage to be used in conjunction with the Temporary Use
- 3) Floor Plan for any tent structures indicating:
  - a) Size
  - b) Location and number for all fire extinguishers
  - c) Exit locations
- 4) Owner’s Authorization Form(*if applicable*)
- 5) City of Casa Grande Business License (*required for all vendors*)
- 6) Pinal County Health Department permits and inspections are required for food vendors. Please contact the Health Department (520) 866-6864

**CITY INTAKE:**

Date Accepted & Logged In: \_\_\_\_\_ Intake Staff: \_\_\_\_\_

Fee Receipt # \_\_\_\_\_ Assigned Review Staff: B  E  F  PI  Com  Other \_\_\_\_\_



### Owners Authorization Form

This sheet must be completed if the applicant is **not** the owner of the property.

The Undersigned, do hereby grant permission to: \_\_\_\_\_

\_\_\_\_\_

to act on my behalf for the purpose of obtaining a Temporary Use Permit for \_\_\_\_\_

\_\_\_\_\_ on the following described property:

\_\_\_\_\_  
\_\_\_\_\_

Owner(s) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Signature

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_