



City of Casa Grande, Development Center 520.421.8630, 510 E. Florence Blvd, Casa Grande, AZ 85122

TEMPORARY USE PERMIT APPLICATION

Applicant:

Name: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Status (Owner, Lessee, Agent, etc.): _____

Name & Phone of operator of Temporary Use (If different than applicant): _____

Property Owner:

Name: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Location of Temporary Use: _____

Duration of Temporary Use: _____

Hours of Operation: _____

Type of Temporary Use

The following temporary uses may be reviewed administratively in accordance with City Code Section 17.68.210:

- Christmas tree sales
- Carnivals, circuses, special events of not over 72 consecutive hours
- Garage sales (*Limited to 60 consecutive hours*)
- Tent revival meeting
- Model home or lot sales office
- Construction trailer or modular building (*in conjunction with a permitted development/project*)
- Storage yard for construction equipment and/or materials (*in conjunction with a permitted development/project*)
- Agricultural sales
- Mobile food vendor
- Fireworks vendor
- Clothing/Goods Donation Drop-Off Boxes
- Special retail sales event (*in conjunction with an existing retail business*) – 10 day limit
- Temporary/Promotional signs (4 times/year for 14 calendar day period in accordance with Section 604 of the Sign Code)

Signature of Applicant* Date: _____

Signature of Operator (If different than applicant)* Date: _____

Signature of Owner* Date: _____

* Applicants who are not the property owner of record are required to have the property owner co-sign the application form or provide a signed Owner Authorization Form (attached) authorizing the submittal of the application.

Please note that an incomplete application will not be accepted for processing.



Application Intake Checklist

- 1) Application Fee
 - a) Temporary Use Permit - Administrative Reviewed - \$60
 - b) Temporary Use Permit – Requiring Board of Adjustment Review - \$585
 - c) Clean Up Deposit – \$50 (*Refundable if area is returned to it's original condition*)
- 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) Sign Plan (*required for Temporary/Promotional Sign*) indicating the size, type and location for all signs included in application.
- 5) Owner's Authorization Form
- 6) City of Casa Grande Business License (*required for all vendors*)
- 7) 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 _____

