





**Application Intake Items**

- 1) Application Fee:
  - a) Temporary Use Permit - Administrative Review - \$115
  - b) Temporary Use Permit – Requiring Board of Adjustment Review - \$585
  - c) Technology Recovery Fee: 5% of Review Fee
  - d) 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
- 3) Floor Plan for any tent structures indicating:
  - a) Size
  - b) Location and number of all fire extinguishers
  - c) Exit locations
- 4) Description of any signage to be used in conjunction with the Temporary Use
- 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 \_\_\_\_\_

