



TEMPORARY USE PERMIT SUBMITTAL CHECKLIST

Section 18-48

What is a Temporary Use Permit (TUP)?

The TUP allows for certain temporary uses in locations where they would not be appropriate on a permanent basis. There are many different types of uses that can be allowed with a TUP, such as special events, holiday tree lots, and farmers markets. Each TUP is reviewed on an individual basis. Refer to Chapter 18, Article IV, Division 11 of the City Code for TUP regulations and standards.

TUP Submittal Requirements

Applications must contain the following information. Applications that do not include each requirement will not be accepted. Review of the application will begin when all the required information is provided. Any submittal may require additional items. Typical processing time is 7-10 calendar days.

1. **Application Fee:** \$90.00
2. **Letter of Intent and Owner Authorization (attached to this checklist):** a written description of the application request as well as land owner signatures. Include:
 - General description of the temporary use request
 - Dates and times of the request
 - Parking, such as where guests, staff, vendors, etc. will park
 - Describe structures (including vehicles) to be placed on site
3. **Site Plan:** A map showing the site for the TUP, drawn to scale. Include:
 - Size and location of all structures, tents, fencing, barricades, etc.
 - Distance of the temporary use request to property lines and streets
 - Entrances and exits for vehicles, pedestrians, and emergency access
 - Where parking will be provided

Review Criteria

1. A TUP shall comply with all applicable requirements of the City Code (refer to Chapter 18, Article IV, Division 11)
2. In accordance with Section 18-48, a TUP shall not be granted except upon a finding that the use will, during the time it is in existence:
 - a. Complement or be compatible with the surrounding uses and community facilities;
 - b. Not be detrimental to the public health, safety, or general welfare; and
 - c. Conform in all other respects to all applicable zoning regulations and standards.
3. A TUP shall not be granted for a use except upon a finding that once concluded, the site of the temporary use shall be able to be restored to a satisfactory condition. The applicant granted a Temporary Use Permit shall be responsible for seeing that the site is restored to an acceptable condition following the end of the temporary use. A financial guarantee, in a form acceptable to the city and in an amount sufficient to cover the cost of restoring the site, may be required as a condition of approval.
4. Reasonable conditions may be imposed upon the granting of a Temporary Use Permit consistent with the Comprehensive Plan, other stated development goals and objectives of the city, and the requirements of other city regulations.

HOW TO APPLY FOR A TEMPORARY USE PERMIT

1. Log in to the CityView Portal: <https://cityviewportal.thorntonco.gov/>
 - If you have used our portal before, please log in with your existing credentials.
 - If you are **new** to the portal, please [Register for a CityView Portal Account as an Individual Homeowner or Third Party](#). For **Contractors**, please [Register for a CityView Portal Account as a NEW Contractor](#)
2. Once you have registered and logged in, go to the CityView Portal home, and select “Apply for a Planning Permit” under the Planning header.
3. Select “Temporary Use Permit” from the drop-down menu
4. Input your project information and click Next Step when complete.
 - **Project Descriptive Name:** subdivision name or the project name (i.e. Washington Center F1 Construction Trailer)
 - **Comments:** enter the scope of work or describe the project (i.e. Construction yard for the Washington Center F1 development or seasonal farmers market at the Anythink Library)
 - **Check the box** for the most appropriate permit type (i.e. Construction yard)
5. Input the location of the project. If you do not have a specific address, try finding the location using “Find location in map”. Click Next Step.
6. Check the contacts and be sure the applicant is your contact or company information. Click Next Step if it is shown correctly.
7. Upload your completed and signed Letter of Intent and Owner Authorization (attached), as well as the project site plan. Click Next Step. Please note: **your submittal will be considered incomplete if one or both of these documents are missing.**
8. Review the information you have provided and click “Submit Application”. If any information is incorrect or missing, follow the previous steps to edit the application accordingly. Once you submit your application, it will be entered into our system and placed in the queue for processing.
9. When your submittal is accepted by a planner, you will receive an email notifying you that the permit is ready for the fee. You will need to log in to your CityView Portal account to make an online payment. If you have any questions or concerns, please contact our office at 303-538-7295 or at pod.info@thorntonco.gov and one of our staff will be happy to assist you.

What other permits are required?

A Temporary Use Permit may be just one of the permits required for a temporary use, event, or activity. The following are some of the common departments that require a permit. Please contact the appropriate department for more information on the permit(s) they may require.

Sales Tax Number	Sales Tax Department	303-538-7400
Special Event Signs	Current Planning	303-538-7295
Operating a business or sales	Sales Tax Department	303-538-7400
Sales or giveaways	Sales Tax Department	303-538-7400
Inflatable Devices (ex. Bouncy castle)	Sales Tax Department	303-538-7400
Tents over 400 SF. or canopies over 700 SF	Fire Department	303-538-7602
Propane tanks	Fire Department	303-538-7602
Streets being blocked off	Traffic Department Fire Department	Traffic: 720-977-6490 Fire: 303-538-7602
Serving liquor outside of a permitted premises	City Clerk's Office	303-538-7230
Amplified sound (ex. concert or music)	City Clerk's Office	303-538-7230
Food being served	Adams County Health Dept Sales Tax Department	720-523-7209 303-538-7400

NOTE: If there are more than two owners, a letter/letters containing their signatures must be attached to the application authorizing the applicant to act on behalf of the identified owner(s). All communications will be sent to the applicant. The signature of the property owner acknowledges their awareness of the request being made on their behalf and authorizes the identified applicant to represent the owner in the request being made to the City of Thornton.