

TEMPORARY USE PERMIT INFORMATION

What is a Temporary Use Permit (TUP)?

A TUP allows a use that is not normally allowed in a certain location for a specific period and must meet certain regulations. There are many different types of uses that can be allowed with a TUP, such as food trucks, special events, construction trailers, holiday tree lots, and farmers markets. Each TUP is reviewed on an individual basis.

Contact City Development or see [Chapter 18, Article IV, Division 11 for Temporary Use Requirements.](#)

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 these departments for more information on the permits 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 sq. ft. and/or canopies over 700 sq. ft.	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 Department; Sales Tax Department	720-523-7209 303-538-7400

TEMPORARY USE PERMIT 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 days.

1. **Application Form:** must be signed by the applicant and property owner.
2. **Application Fee:** \$90.00
3. **Letter of Intent:** a written description of the application request. **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.
4. **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.

LETTER OF INTENT EXAMPLE

Letter of Intent:

The 29th annual celebration day will take place at 12345 3rd Avenue on June 9th and 10th from 9:00 am to 8:00 pm.

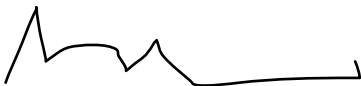
There will be one food truck, 6 vendors that will have giveaways and sales, and a stage area with a tent. There will be four musical acts throughout the event and several talent performances. Bathrooms are available on-site in port-a-johns.

30 parking spaces will be provided between the main lot parking islands, 28 parking spaces will be provided in the norther parking lot. 10 staff parking spaces will be provided in the northwest parking lot.

Normal entrance and exits will be used and the existing marked fire lanes will remain clear. Staff will direct vehicles to available parking.

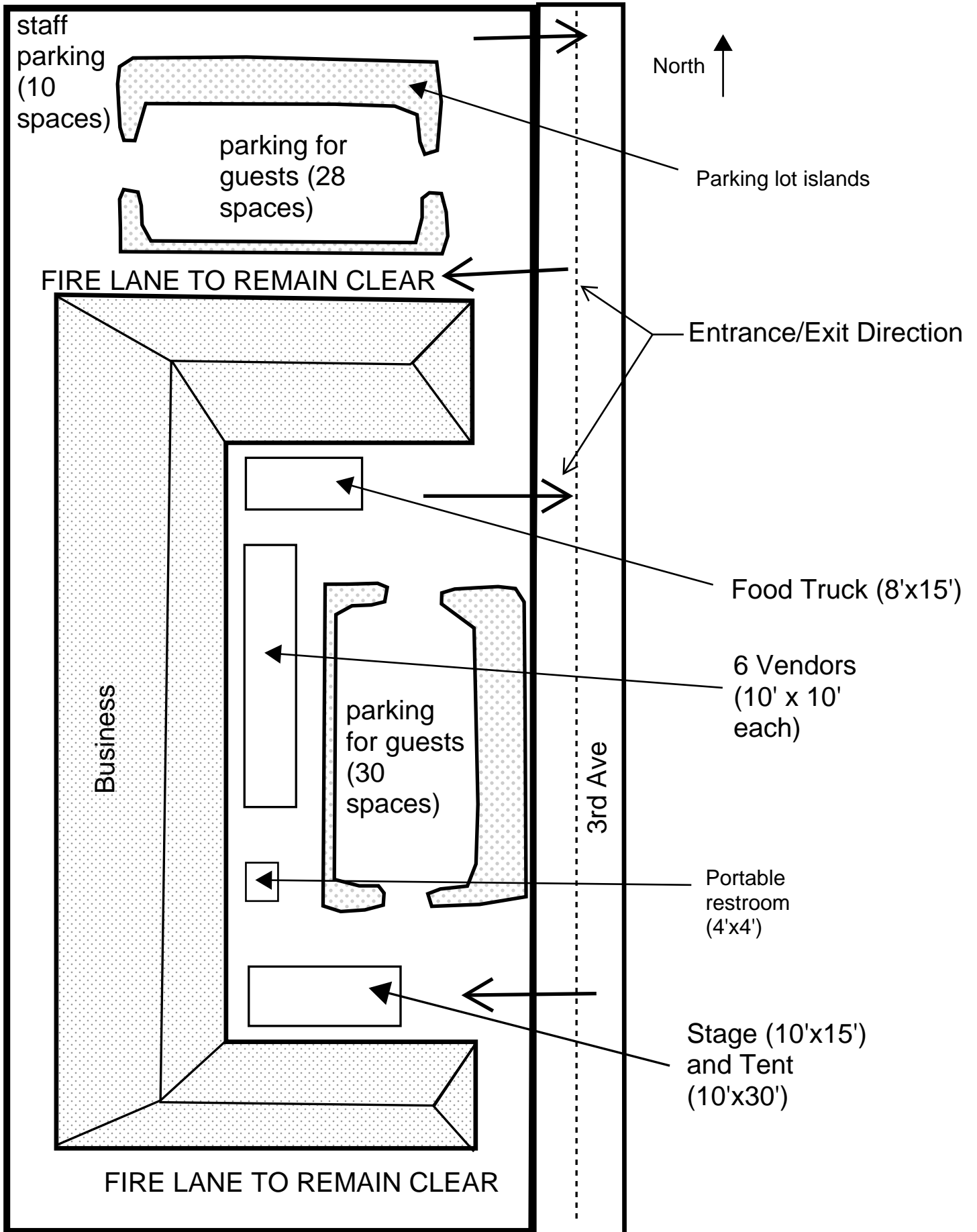
There will liquor sales and a liquor permit has been applied for. The food truck has proper licensing and any other vendor with food will get the appropriate health permit. A sound permit from the clerks office has been applied for. A sales tax permit has also been applied for for required vendors and food truck.

Signed,

A handwritten signature in black ink, consisting of a series of connected, somewhat jagged lines that form a stylized name.

123-456-1234

SITE PLAN EXAMPLE



APPLICATION FORM – CHECK TYPE OF REQUEST BELOW:

Zoning (Z)

- Rezoning/Zoning Amendments \$695
- Planned Development Zoning \$695, plus \$15/acre (round up to the next whole acre)
- PD Zoning Amendment (Administrative) \$695

Appeal

- Staff/PC Decision \$90

Variance (V)

- Variance Request \$115

Conceptual Site Plan (CSP)

- Conceptual Site Plan \$695

Comprehensive Plan Amendment (SPCD)

- Comp Plan Amendment \$350

Development Permit (DP)

- Development Permit \$580
- Specific Use Permit (D.P. Required) \$115
- DP Amendment (PC) \$290
- DP Amendment (Administrative) \$250

Subdivision Plat (SUB)

- Subdivision Plat \$230, plus \$15/acre (round up to the next whole acre)
- Subdivision Plat Amendment (SUBA) \$250

Engineering

- Construction Drawings (CDs) (No Fee)
- Floodplain Development Permit \$600 (Additional Application Required [here](#))
- Pond Certificates (No Fee)
- Grading and Erosion Control (No Fee)

Other

- Minor Development Permit (MDP) \$100
- Limited Use Permit
- Temporary Use Permit (TUP) \$90
- Vacation of Right-of-Way \$250
- Oil and Gas Permit \$695, plus \$15/acre

ONE APPLICATION FORM PER EACH REQUEST OTHER THAN SPECIFIC USE PERMITS

Application Date: _____

Project Description/Reason for Application: _____

Property Address (provide Cross Streets if unknown): _____

Adams County Parcel #(s): _____

Gross Area (Acres): _____ **(Square Feet):** _____ **Current Zoning:** _____ **Proposed Zoning:** _____

Existing Land Use(s) & Structures: _____

Proposed Land Use(s) & Structures: _____

For residential developments: check to acknowledge that project may be subject to growth restriction measures and issuance of building permits is not guaranteed:

Do prairie dogs currently exist on the property? Yes: No:

Applicant: _____ **Telephone:** _____

Address of Applicant: _____ **Email:** _____

***Applicant Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

***Land Owner Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

Land Owner Signature: _____ **Print Name:** _____

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).

***Signatures from the Applicant and the Land Owner are required. Signatory may be duly authorized agent of the record owner. 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.**

Development Submittal Instructions

City of Thornton land use applications may now be submitted electronically or in person. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

By Email or File Transfer Site:

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to developmentsubmittals@ThorntonCO.gov
 - 1) Please state in your email if you wish to mail in a check or hand deliver payment. If paying by credit card, a link will be sent after your submittal is accepted. Case processing will not begin until the fee is paid.
 - 2) You will be contacted by city staff once the documents have been received, **accepted as complete** and to confirm payment for new and applicable submittals.
- If your attachments are larger than 7MB: Upload your submittals through Google Drive using the following instructions:
 - 1) If you do not have one already, please create a Gmail Account. They have directions on creating an email account here: <https://support.google.com/mail/answer/56256?hl=en>
 - 2) Use the link [here](#) or copy/type the URL Below into your browser: <https://drive.google.com/open?id=1szCf8FVIGO76naq-xwQvFggt61otfAhi>
 - 3) Email developmentsubmittals@ThorntonCO.gov when you have completed your upload indicating your application has been submitted.
 - 4) Please state in your email if you wish to mail in a check or hand deliver payment. If paying by credit card, a link will be sent after your submittal is accepted. Case processing will not begin until the fee is paid.

Notice to All Applicants

- Applicants will be given a written summary of any deficiencies that need to be corrected.
- If you have any questions, contact City Development at 303-538-7295.

City of Thornton

City Development
9500 Civic Center Dr.
Thornton, CO 80229

303-538-7295