



# Planning & Development Department

## TEMPORARY USE PERMIT



### SUBMITTAL FORMS INDEX

TEMPORARY USE PERMIT INSTRUCTIONS
TEMPORARY USE PERMIT APPLICATION
TEMPORARY USE PERMIT PROCESS & TIMEFRAME
TEMPORARY USE PERMIT SUPPLEMENTAL QUESTIONNAIRE
AFFIDAVIT OF NOTICE OF OPPOSITION
AFFIDAVIT OF STRUCTURES FOR TEMPORARY EVENTS
FILING DEADLINES AND HEARING DATES
RESIDENTIAL SITE PLAN (EXAMPLE)
WHAT TO EXPECT AT THE ONE STOP SHOP

**\*Note: As of December 31, 2012, all Temporary Use Permit applications are subject to ARS §1605.  
- As of September 13, 2013 all Residential uses are excluded per ARS §11-1605 M.2**



## Planning & Development Department TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS



Procedures for making application for a Temporary Use Permit, as provided in the Maricopa County Zoning Ordinance.

### **A Temporary Use Permit is required for any of the following:**

- Temporary Housing during construction of a dwelling
- Temporary Events
- Non-residential Use of a Mobile Home
- Underage Occupancy within the Senior Citizen Overlay Zoning District
- Temporary Seasonal Sales
- Temporary Model Home Sales Complex
- Temporary Construction Office/Yard Complex
- Temporary Caretaker's Quarters
- Other Temporary Uses as determined by the zoning inspector

After it has been determined that the initial submittal is complete, the filing fee per Zoning Ordinance requirement is to be paid by the owner or owner's authorized agent (checks should be made payable to "Maricopa County Planning and Development"). A receipt will then be issued and a case number assigned.

As of September 13, 2013, the Temporary Use Permit process shall be subject ARS § 1605, a State statute that mandates establishment of timeframes to either approve or deny a "license" as defined by the statute. The full statute may be viewed at:

<http://www.azleg.gov/arstitle/>

The statute sets up two types of review timeframes: Administrative and Substantive. The Board of Supervisors (BOS) through the P-30 Licensing Timeframes Ordinance has adopted a 25 day administrative timeframe and a 75 substantive timeframe for Temporary Use Permits. An application related to a residential use is not subject to the statute. An application that is part of design build project may establish negotiated time process during the pre-application meeting.

### **Administrative Review Period**

The statutes allow for multiple reviews during the administrative review period.

### **Substantive Review Period**

Only one review is allowed for the substantive review period. The County can amend the substantive review comments to address legal requirements not identified on the original substantive review comments.

The applicant can authorize a 50% time increase. This authorization can be given at time of application or at any time during the process.

## TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS

After receipt of an application, the administrative review period begins and staff will review for administrative completeness. The applicant will receive a formal response from their assigned planner and may be required to submit additional information. Once administrative comments have been given to the applicant, the timeframe clock will stop and will resume upon resubmittal of the application materials. Once the application is deemed administratively complete, the planner will formally notify the applicant that the project has entered the substantive review period and technical comments will be given to the applicant within a reasonable timeframe. The substantive timeframe clock stops from receipt of comments until the applicant makes a formal resubmittal.

At any time during the process, an applicant can check the status of their application by viewing the Citizens Access Portal on the Planning and Developments website:

<https://accela.maricopa.gov/citizenaccessmcoss/>

The applicant's assigned planner can also be utilized as a resource for checking application status. If at any time comments are given to the applicant, a notation will be made as to the administrative or substantive timeframe remaining which will not resume until a resubmittal is made. **Note:** It is very important to return the planner's comment memo upon resubmittal so that the appropriate statutory timeframe can resume.

Depending on the comments received, the application materials may need revisions. The owner or authorized agent must submit revised materials to the OSS. The applicant's resubmittal must meet the County's technical requirement or it will be denied. Additionally, an administrative decision of denial can be made if the Director finds that it is not possible to grant the application within the timeframe or the applicant has not provided additional or supplemental information within 90 days (not working days) of a written or electronic request for said information.

Upon acceptance of an administratively complete application by staff, the subject property shall be posted with a "Notice of Application" for a period of 10 days. If a written appeal (objection/protest) is received within the 10-day posting period, the request shall be placed on the agenda of the first available Board of Adjustment hearing for resolution of the application is deemed substantively complete. The owner or owner's authorized agent and appellant will be notified in writing of the hearing date. If no objection is received during the required 10-day posting period, the Temporary Use Permit may be approved administratively, provided it has been deemed substantively complete.

Once staff is satisfied that technical requirements have been met, staff will either approve the request or schedule the request for hearing at the first available Board of Adjustment meeting. At this time, the substantive timeframe clock will stop. If applicable, the owner or owner's authorized agent will be given the staff's written recommendation to the Board approximately 5 days prior to the hearing. The Board of Adjustment meets at 10:00 a.m. in the Board of Supervisors' Auditorium at 205 West Jefferson Avenue, unless otherwise noted.

After a decision has been made by either staff or the Board, a decision letter will be issued.

## TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS

### Notes:

- Incomplete submittals will not be accepted. Applications determined to be incomplete shall not be processed by staff.
- Applications for a **Temporary Event** must be submitted at least 20 days prior to the first planned event date or the application will not be accepted.
- In the case of Temporary Housing, a building permit is required for both the permanent dwelling being constructed and the structure being used as the temporary residence. The building permit for the permanent dwelling must remain active while the Temporary Use is in effect. A separate zoning clearance and/or building permit is also required for all other temporary uses.
- Failure to meet any required conditions placed upon the Temporary Use Permit shall result in revocation of the Temporary Use Permit by the Zoning Inspector. Requests for a time extension to the Temporary Use Permit shall be submitted to and processed through the Board of Adjustment, as outlined in the Maricopa County Zoning Ordinance.
- If an applicant has not made a resubmittal of application materials in either administrative or substantive review periods after three (3) months, the application will be closed due to inactivity.

The conditions of approval of this Temporary Use Permit may be appealed to the Hearing Officer pursuant to ARS § 11-832. Provide request for appeal to the Hearing Officer Liaison at this address within 30 calendar days of the administrative/ministerial approval date to schedule an administrative hearing.

### INFORMATION REQUIRED FOR SUBMITTAL

1. **APPLICATION – 2 copies.** The application is to be completed in full. Staff will only accept a completed application form.
2. **SITE PLANS – 2 copies** (11"x17' or 8 1/2" x 14") of the property, indicating the following:
  - a) The site plan must be drawn to a recognizable scale, i.e. 1" = 20'.
  - b) North arrow and scale (written and graphic scale) shown on plan.
  - c) All property lines must be clearly shown and dimensions indicated.
  - d) Location and dimensions of all existing and proposed structures (including fences, signs and pools) from property lines and distance between structures.
  - e) Location and width of dedicated streets, recorded easements, (provide recording number) and patent easements on or adjacent to property (include names of streets if applicable).
  - f) All existing and proposed structures must be shown and dimensioned on the site plan.

## TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS

3. **NARRATIVE – 2 COPIES** – describing use in detail.
4. **ELECTRONIC COPY OF APPLICATION MATERIALS – 1 CD or jump drive.** Example a Narrative Report should be saved as NARR-RPTS-1.pdf

	Electronic Copies of Application Materials	Required Naming Convention for the Adobe PDF documents.
_____ A.	Completed Application form	APPL-FORM-1
_____ B.	Site Plan	SITE-PLAN-1
_____ C.	Narrative Report	NARR-RPTS-1
_____ D.	Completed Supplemental Questionnaire	QUES-DETL-1
_____ E.	Official recorded deed or unofficial deed	DEED-DETL-1
_____ F.	Affidavit of Notice of Opposition	OPPO-DETL-1
_____ G.	Caretaker's Quarter supporting documentation (only for caretaker's quarter)	SUPP-DETL-1

5. **COMPLETED SUPPLEMENTAL QUESTIONNAIRE – 2 copies** (attached).
6. **PROOF OF OWNERSHIP** (recorded deed or unofficial deed, etc.) – **1 copy**. If applicable, lease agreement. If the subject property is part of a land lease, the Lease Agreement should include the terms of the lease, and the proposed use of the leased land. Additional information may be required after reviewing the Lease Agreement.
7. **AFFIDAVIT OF NOTICE OF OPPOSITION** (attached) – signed and notarized (required for any temporary event).
8. **FILING FEE** (per year, payable at the time of application as noted above):

**All outstanding fees and fines against a property owed to the department shall be current and paid in full before any application will be scheduled for hearing.**

- Residential Use: **\$250.00** per application/renewal
- Non-residential Use: **\$750.00** per application/renewal
- Drainage Review Fee: **\$60.00** per application/renewal
- Environmental Services Fee (except temporary events): **\$25.00** per application/renewal
- Addressing Fee: **\$10.00/\$50.00** (if applicable)
- Change to an application for a license in progress - **\$50**
- For an application to be added to an application for a license in progress - **\$50**
- To re-initiate application for a license administratively denied due to time (within 180 days) - **\$50**
- Appeal of administrative denial of a license due to time (within 30 days) - **\$150**

Please note fees are **doubled** if the Temporary Use is the result of a violation case.

9. **SUPPORTING MATERIALS** - any other information deemed necessary by the owner or authorized agent or staff. Pictures of the subject property and surrounding properties should be provided.

## TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS

10. **TEMPORARY CARETAKER'S QUARTERS ONLY:** Documentation supporting the need for the caretaker's quarters. This may include notarized letters from a physician or other documentation as determined necessary by staff. This Temporary Use must be renewed on a yearly basis.
11. **TEMPORARY EVENTS ONLY:** Include within narrative report
  - a. Police Traffic Control Protection: State if proposed and identify how it is to be provided.
  - b. Water Facilities: State if proposed and identify how it is to be provided.
  - c. Food Concessions: Quality and quantity of food and location of concessions must be approved by the Maricopa County Environmental Services Department (MCESD) prior to issuance of any Temporary Use Permit.
  - d. Sanitation Facilities: All sanitation facilities must be approved by the MCESD prior to issuance of any Temporary Use Permit.
  - e. Medical Facilities and Fire Protection: State if proposed and identify how it is to be provided.
  - f. Parking Areas: Identify amount and location of parking for attendees of the temporary event. Parking shall be required to meet minimum requirements as outlined in Section 1102 of the Maricopa County Zoning Ordinance (MCZO). Adequate dust control shall be provided as per Maricopa County Department of Transportation (MCDOT) and Air Quality Department requirements.
  - g. Access, Traffic and Parking Control: Identify ingress and egress for the temporary event.
  - h. Time of Operation: Identify the duration of the use (both dates and hours of operation).
  - i. Illumination: State if proposed and identify how it is to be provided. All outdoor lighting must comply with Section 1112 of the MCZO.
  - j. Overnight Camping Facilities: All overnight camping facilities shall be reviewed and approved by MCESD prior to issuance of any use permit.
  - k. Other: Identify the anticipated number of attendees; include any other information which staff deems necessary.
12. The following items are required 2 working days following the end of the Temporary Event.

**AFFIDAVIT OF STRUCTURES FOR TEMPORARY EVENTS - 1 copy** with documentation that indicates structures were erected and maintained subject to all building safety codes and manufacturer's specifications.



**Planning & Development  
Department  
TEMPORARY USE PERMIT APPLICATION  
APPLICATION MUST BE COMPLETED IN FULL**



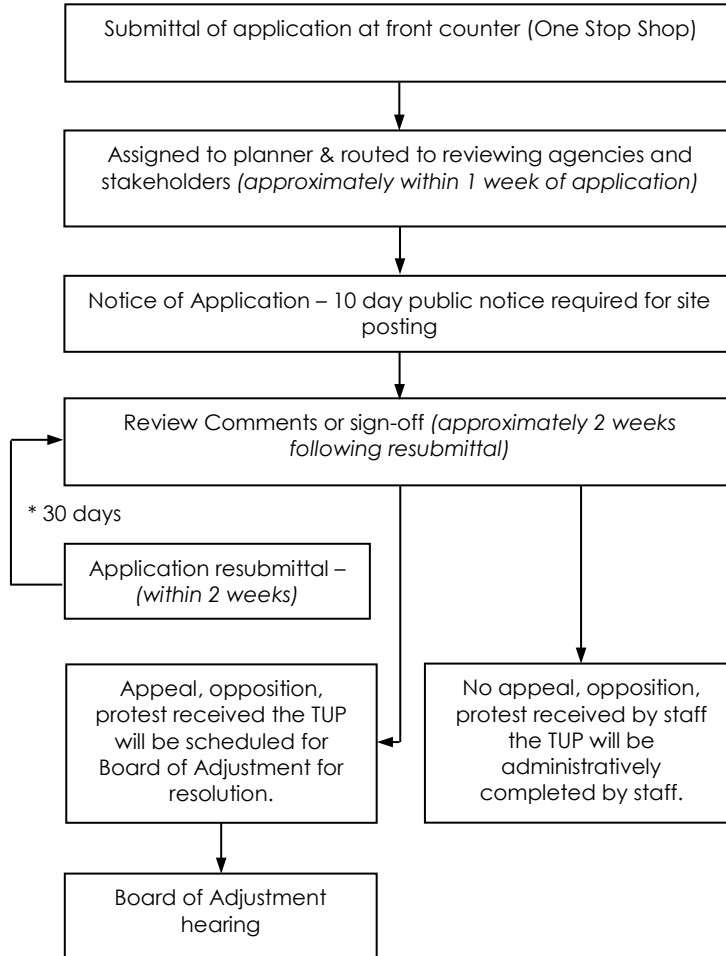
ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

<b>Please select the type of Temporary Use Permit application from the following checkboxes.</b>	
<input type="checkbox"/> Caretakers Quarters	<input type="checkbox"/> Non-residential use of mobile home
<input type="checkbox"/> Construction Office/Yard Complex	<input type="checkbox"/> Temp Event
<input type="checkbox"/> Temporary Housing	<input type="checkbox"/> Model Home Sales Complex
<input type="checkbox"/> Seasonal Sales	<input type="checkbox"/> Underage Occupancy
<input type="checkbox"/> Other	
<b>Is this Design Build?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Is this Residential?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>REQUEST</b>	
Requested Temporary Use: _____	
Description of Request: _____	
Existing Zoning District: _____	
Length of Time Requested: _____	
Current Zoning District: _____	
Existing Use of Property: _____	
<b>PROPERTY INFORMATION</b>	
Address (if known): _____	
Directions to subject property (include nearest City/Town): _____	
Size in Acres: _____	Square Feet: _____
Section: _____	Township: _____ Range: _____
Assessor's Parcel Number/s: _____	
Building Permit # (if applying for Temporary Housing): _____	
Violation Case # (if applicable): _____	
<b>OWNER'S AUTHORIZED AGENT INFORMATION</b>	
Name: _____	Contact: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone #: _____	Fax#: _____
E-mail Address: _____	
<b>PROPERTY OWNER INFORMATION</b>	
Name: _____	Contact: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone #: _____	Fax#: _____
E-mail Address: _____	
<b>PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION</b>	
I (property owner) _____ authorize (owner's agent) _____	
to file this application on all matters relating to this request with Maricopa County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including conditions, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.	
<b>INSPECTIONS</b>	
By submitting this application, I am inviting County staff to conduct all site inspections they deem necessary.	
<b>PROPOSITION 207 WAIVER</b>	
The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possesses the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, with full knowledge of all rights granted to the property owner pursuant to A.R.S.§12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Maricopa County as result of the filing of this application.	
Property Owner Signature: _____	Date: _____
<b>VERIFICATION OF APPLICATION INFORMATION</b>	
I certify that the statements in this application and support material are true. Any approvals or permits granted by Maricopa County in reliance upon the truthfulness of these statements may be revoked or rescinded.	
Owner or Authorized Agent Signature: _____	Date: _____
<b>ARS § 1605 TIMEFRAME EXTENSION</b>	
I authorize a 50% timeframe extension for the review of my application as adopted by the Board of Supervisors per ARS § 1605 and as amended.	
Property Owner Signature: _____	Date: _____



TEMPORARY USE PERMIT PROCESS & TIMEFRAME

PROCESS FLOW CHART & PROJECTED TIMEFRAME



\* Approximate timeframe of 1 month for administratively decision by staff

\* Approximate timeframe of 2 months if case proceeds to the Board of Adjustment







Planning & Development Department

AFFIDAVIT OF NOTICE OF OPPOSITION



Date: \_\_\_\_\_

I, \_\_\_\_\_, being the owner or authorized agent for the Maricopa County case referenced below, do hereby affirm that I understand that the subject property must be posted for a ten-day period and if opposition is received during that time the request must be forwarded to the Board of Adjustment for a final decision. I also affirm that if opposition is received or if staff cannot approve my request for any reason before the date of the requested use or event I will not use the subject property for the purpose requested.

Owner's/Authorized Agent's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



Planning & Development Department
AFFIDAVIT OF STRUCTURES
FOR TEMPORARY EVENTS



TU#: \_\_\_\_\_ Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, (owner/authorized agent) have reviewed the Temporary Use Permit, I hereby attach documentation and certify that all structures were erected and maintained subject to all applicable building safety codes and manufacturer's specifications.

Owner's/Authorized Agent's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Maricopa County Zoning Ordinance – Article 1302.2.2.4 – Temporary Event

Structures erected pursuant to an approved Temporary Use Permit shall not require a building permit if standing for a period not to exceed 96 contiguous hours. The responsible party shall provide documentation, as specified in the Temporary Use Permit, that said structures were erected and maintained subject to all applicable building safety codes and manufacturer's specifications. The documentation shall be provided to the Department within two working days following end of the special event to be filed with the Temporary Use Permit. Failure to provide the required documents will render the Temporary Use Permit null and void and constitute a zoning violation in accordance with Chapter 15 of this Ordinance.

Local Additions & Addenda (Building Code) – Section 205, Temporary Event Permit Exemption

Structures erected pursuant to an approved Temporary Use Permit shall not require a building permit if standing for a period not to exceed 96 contiguous hours. The responsible party shall provide documentation, as specified in the Temporary Use Permit, that said structures were erected and maintained subject to all applicable building safety codes and manufacturer's specifications. The documentation shall be provided to the Department within two working days following end of the special event to be filed with the Temporary Use Permit. Failure to provide the required documents will render the Temporary Use Permit null and void and constitute a zoning violation in accordance with Chapter 15 of the Maricopa County Zoning Ordinance.

AFFIDAVIT OF STRUCTURES FOR TEMPORARY EVENTS DUE
2 WORKING DAYS AFTER END OF TEMPORARY EVENT.



**PLANNING & DEVELOPMENT  
DEPARTMENT**



**2020 FILING DEADLINES AND HEARING DATES FOR THE  
BOARD OF ADJUSTMENTS**

Hearings are held in the Board of Supervisors Auditorium,  
205 West Jefferson St., Phoenix, AZ 85003

<b>Application Submittal Deadlines</b>	<b>County Agency Sign-Off</b>	<b>BOA Hearing Dates (Thursdays)</b>
December 23, 2019	December 30, 2019	January 23, 2020
January 21, 2020	January 27, 2020	February 20, 2020
February 18, 2020	February 24, 2020	March 19, 2020
March 16, 2020	March 23, 2020	April 16, 2020
April 20, 2020	April 27, 2020	May 21, 2020
May 18, 2020	May 26, 2020	June 18, 2020
June 15, 2020	June 22, 2020	July 16, 2020
July 13, 2020	July 20, 2020	August 13, 2020
August 17, 2020	August 24, 2020	September 17, 2020
September 14, 2020	September 21, 2020	October 15, 2020
October 12, 2020	October 19, 2020	November 12, 2020
November 16, 2020	November 23, 2020	December 17, 2020

Requests will not be scheduled for a hearing until the application is deemed complete, all reviewing County agencies have signed off on the proposal, all applicable fees are paid, and all outstanding technical comments are addressed.





# Planning & Development Department



## WHAT TO EXPECT AT THE ONE STOP SHOP

**Purpose:** Provide customers with information about what to expect when submitting a temporary use permit application. This information sheet includes the application material checklist, fee schedule, and a three step process for application submittal.

**Location:** Maricopa County Planning & Development Department  
501 N. 44<sup>th</sup> Street, Suite 200 Phoenix, AZ 85008

**Business Hours:** 8:00 a.m. – 5:00 p.m. Monday through Friday, except holidays (new application submittal projects must be submitted no later than 4:30 p.m.)

**STEP 1 - Reception:** Proceed to the One Stop Shop Reception desk to obtain a call ticket for the application submittal. Provide the receptionist your name and specify the type of planning application.

**STEP 2 - Intake Counter:** One Stop Shop customer service will call your ticket number and evaluate the application materials for completeness. Once the application materials are accepted a tracking number will be provided and staff will advise you to proceed to the cashier to process application payment. The following is a list of required application materials: **(Please note, if any documentation is missing your application may not be accepted during the intake process, please be sure to follow this checklist).**

Temporary Use Permit Application Submittal Documents	
	<b>2 copies</b> – Application
	<b>2 copies</b> – Site Plan 11" x 17" or 8 1/2" x 14"
	<b>2 copies</b> – Narrative
	<b>1 CD or jump drive</b> – Electronic copy of application materials
	<b>2 copies-</b> Completed Supplemental Questionnaire
	<b>1 copy</b> – Recorded deed or unofficial deed
	<b>1 copy</b> – Affidavit of Notice of Opposition
	<b>1 copy</b> – Caretaker’s Quarter supporting documentation ( <i>only for TUP for caretaker’s quarter</i> )

**STEP 3 - Cashier - Processing Payment:** The cashier will call your ticket number, request your application tracking number, advise you of the total application fees and request your method of payment. Maricopa County accepts cash, check, or credit card. Please make checks payable to: **MARICOPA COUNTY**. We currently accept Visa, MasterCard, Discover, and American Express for credit card payment. **Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

Temporary Use Permit Application Fee Schedule	
✓ <b>Residential Use – Planning Fees</b>	<b>\$250</b> per application/renewal
✓ <b>Non-Residential Use – Planning Fees</b>	<b>\$750</b> per application/renewal
<b>Drainage Review</b>	<b>\$60</b> per application/renewal
<b>Environmental Services</b> (except temporary events)	<b>\$25</b> per application/renewal
<b>Addressing</b>	<b>\$10</b> verify existing address or <b>\$50</b> to assign address

✓ Temporary Use Permit Planning application fees will be **DOUBLED** if request is the result of a Code Violation Case.