



City of Flagstaff

Community Development Division

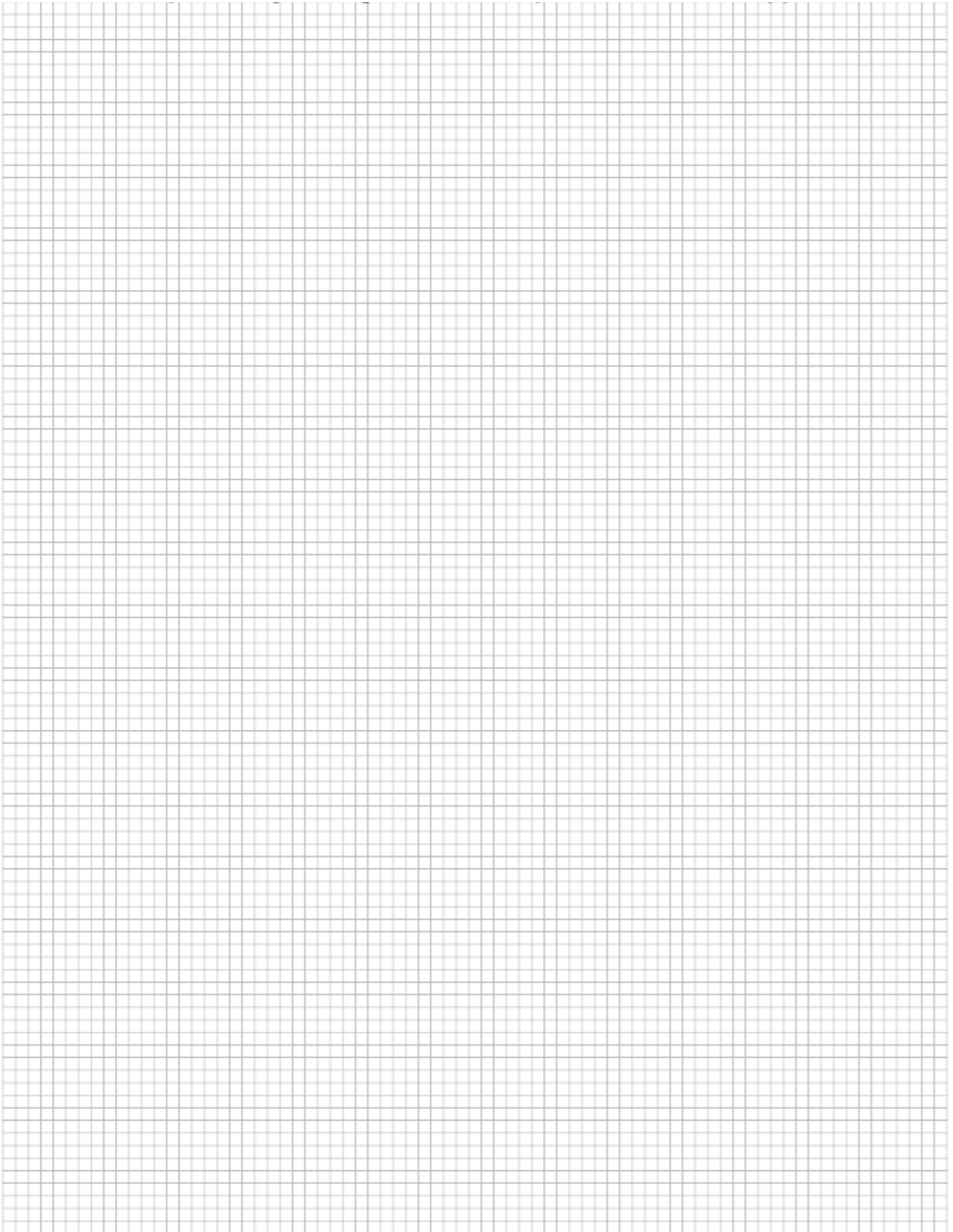
211 W. Aspen Ave
 Flagstaff, AZ 86001
 www.flagstaff.az.gov

P: (928) 213-2601
 F: (928) 213-2609
 CDfrontcounter@flagstaffaz.gov



Date Received	Application for Temporary Use Permit			Permit Number	
Applicant(s)				Phone	
Mailing Address		City, State, Zip		Email	
Site/Event Address		Parcel Number(s)		Zoning	
Date(s) of Use		Hours of Operation			
Property Owner(s)				Phone	
Mailing Address		City, State, Zip		Email	
Detail of Temporary Use Activities					
See pages 3-6 of this application for additional requirements depending on the type of temporary use					
Will any items be for sale? If yes, provide city sales tax number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will there be tents be over 400 sq. ft. in area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	# _____		Will an office/construction trailer be placed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will a generator over 25 kW be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the site an undeveloped lot?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will a sound system be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will outdoor lighting be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will food be prepared onsite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the temporary use last for more than 60 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
For large events: please provide the following additional information					
How many people are expected to attend?	_____		Is traffic control needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will porta-potties be provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will trash receptacles be provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
For construction yards: please provide the following additional information					
Will construction materials/equipment be stored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will flammable liquids/chemicals be stored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will materials be stockpiled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the site be screened from public view and adjacent residential properties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there residential uses within 600 ft. of the site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the use have the potential to negatively impact soils?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the property have a Resource Protection Overlay Zone designation?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Description of Temporary Use (include additional information on a separate attachment if needed)					
The applicant is responsible for ensuring the accuracy of this application. Incomplete applications will not be accepted. See pages 3-5 for information on application requirements and conditions.					
____ (Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff, Coconino County, and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this permit.					
Applicant Printed Name			Applicant Signature		Date

Site Plan Template for Temporary Use Permit



Site Address: _____

Date: _____

Important Information about this Temporary Use Permit Application

1. Information on Temporary Use Permit standards is in [10-20.40.150](#): Temporary Use Permits of the Zoning Code. Contact the Planner of the Day (<https://www.flagstaff.az.gov/150/Current-Planning>) with questions.
 2. An applicant for a Temporary Use Permit may receive clarification from the City on how it is interpreting Section 10-20.40.150 (Temporary Use Permits) of the Zoning Code.
 3. If an applicant fails to respond to corrections provided by the City within 30 days of the date of the corrections, the application shall be considered withdrawn.
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Temporary Use Permit Application Checklist

1. **Page 1 of this application**, filled out with complete and accurate information. See the City GIS map to look up zoning and parcel numbers:
<https://gis.flagstaff.az.gov/portal/apps/sites/#/opendata/app/e875b6af210e466095227070ee2ccc94>.
2. **Application fee**
3. **A signed and dated letter from the property owner or owner representative** giving permission for the temporary use to occur on their property during the proposed dates (which should match the *date(s) of use* section on p. 1 of this application).
 - a. Property owner/owner representative name should also be printed.
 - b. An owner representative should state their role/justify why they can sign on behalf of the owner.
4. **An aerial image, or a site plan** drawn either on page 2 of this application or attached separately, that includes the required information below. *See page 7 of this application for an example site plan.*
 - a. North arrow and property lines.
 - b. Location of all buildings or structures on the property. Names of all streets adjacent to the property.
 - c. Location and labels of the temporary use(s) (food truck, stage, entrance, materials storage, etc.).
 - d. The setbacks between the temporary use(s) and the nearest property lines (must be min. 10 ft.).
5. The Planning Director may require additional application materials as needed to evaluate the temporary use.

Additional Application Requirements for Specific Temporary Uses

6. **Public events.** Any temporary use that involves the public is required to submit a Covid-19 Public Precautions Plan describing how practices to reduce the risk of Covid-19 transmission will be implemented, including:
 - a. Promote physical distancing (at least 6 feet between participants), such as 6-foot markings, etc.
 - b. Limit in-person contact, for example cash handling, points of sale, sign-in areas, registrations, etc.
 - c. Transmission barriers, removing communal items, encouraging touchless pay
 - d. Surface cleaning and disinfecting
 - e. Hand washing and/or a minimum of 60% alcohol hand sanitizer station locations and amounts
 - f. COVID-19 precautions signage plan, including hygiene practices, physical distancing, feeling ill, etc.
 - g. Personal protective equipment to protect staff and customers
7. **On-Site Food Preparation:** Each vendor that will be operating on-site shall be required to provide their commissary agreement filed with Coconino County Health Department.
8. **Events that will impact traffic:** An approved traffic control plan may be required. If a street closure is proposed, please contact the Special Events Coordinator for the City at (928) 213-2312.
9. **Events with a tent greater than 400 sq. ft.:** An additional tent permit and inspection may be required. Please contact Fire Administration at (928) 213-2500.

10. **Events with a generator greater than 25 kW.** The use of a portable 25 kW or greater generator requires an Over-the-Counter (OTC) Permit with installation provided by a licensed electrical contractor. The OTC application may be found on the Building Safety website: <https://www.flagstaff.az.gov/494/Building-Safety> and emailed to the address included on the application. An inspection is required prior to use.
 11. **Larger events that require porta-potties and/or trash receptacles.** Show their location on the site plan.
 12. **Construction Trailer/Temporary Sales Office/Manufactured Buildings:** A *Manufactured/Mobile Home / Factory-Built Building / Temporary Construction Trailer Permit* is required. It is available on the Building Safety website <https://www.flagstaff.az.gov/494/Building-Safety> and may be emailed to the address on the application.
 13. **Construction/Staging Yards.**
 - a. **Show the extent of fencing/screening on the site plan.** Include details about fencing height and materials. Fencing must be tall enough and opaque enough to screen the construction yard from public view and adjacent residential properties.
 - b. **Map showing 600 ft. radius of the site or list of names/addresses of all neighbors within that area.**
 - c. **Copy of the public notification.** A mailer or door hanger shall be provided to all neighbors at minimum 7 days prior to the anticipated start date of the temporary use. It shall include the contact information for the applicant and the project's single point of contact at the City of Flagstaff, and a project description (work to be conducted and anticipated duration).
 - d. **Rendering of the project information sign(s)** required to be posted on the site perimeter that include the information required in the public notification. Label sign dimensions and indicate number of signs to be installed. Show on the site plan the sign location(s). Maximum area of all temporary signs: Residential zones: 16 sq. ft.; Commercial zones: 24 sq. ft. See [10-50.100.090](#): Portable Signs.
 - e. **Show the location of temporary stockpiles on the site plan.** These are stockpiles associated with the temporary use and that will be removed once the temporary use is finished.
 - f. **Include an erosion control plan that includes the limit of disturbance and BMP measures.** Please contact Christopher Palmer with the Stormwater Section at (928) 814-6346 to inspect the lot prior to commencing the temporary use.
 14. **Long-term materials stockpiles** that are either 1) not associated with a temporary construction yard, or 2) that intend to stockpile materials after the construction yard is no longer in use also require a Stockpile Permit.
 15. **Other uses that might negatively impact onsite soils:** An erosion mitigation plan may be required. Please contact Christopher Palmer with the Stormwater Section at (928) 814-6346.
 16. **Properties with a Resource Protection Zone Overlay.** Show the location of all trees, slopes, and floodplains covered by the standards in Section [10-50.90](#): Resource Protection Standards.
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Temporary Use Permit Conditions of Approval

All issued Temporary Use Permits in the City of Flagstaff shall be subject to the following conditions of approval. The Planning Director may impose additional conditions depending on the nature and location of the temporary use.

1. This permit is issued on the express conditions that the use herein permitted shall conform in all relevant respects to ordinances of the City of Flagstaff, and the laws of Coconino County and the State of Arizona.
2. A copy of the approved Temporary Use Permit shall be kept on site through the date approved.
3. Any outdoor lighting shall be fully shielded in compliance with the provisions of Division 10-50.70, Outdoor Lighting Standards, and shall be extinguished outside of the approved hours of operation.
4. All signs be placed in compliance with the provisions of Section [10-50.100.090](#): Portable Signs.

5. All equipment, structures, and displays must be located at least 10 feet inside the property lines and shall conform to the aerial map or site plan included in the approved Temporary Use Permit application.
6. There shall be no disruption of vehicle access, traffic flow, pedestrian access ways, or sidewalks, or use of landscaped areas. If there is an approved Traffic Control Plan associated with this Temporary Use Permit, the permittee shall abide by the Traffic Control Plan and any associated approval conditions.
7. Any refuse generated will need to be removed appropriately by the permittee.
8. Any activities on site not approved in the Temporary Use Permit may be cause for termination of this permit.
9. All activities approved under this Temporary Use Permit shall comply with the City of Flagstaff Noise Ordinance that restricts noise during the following hours: Monday through Friday between the hours of twelve o'clock (12:00) A.M. and six o'clock (6:00) A.M. and on Saturday and Sunday between the hours on one o'clock (1:00) A.M. and seven o'clock (7:00) A.M.
10. It is understood that this permit is binding on the permittee and upon his/her heirs, successors, and assigns.
11. The Planning & Development Services Section may periodically review this Temporary Use Permit to determine if the use is not operating in accordance with the conditions of approval. Failure to comply with the conditions of approval is a basis for revocation of the Temporary Use Permit.
12. Applicable to properties in a Resource Protection Overlay Zone: All trees, slopes, and floodplains covered by the standards in Section [10-50.90](#): Resource Protection Standards shall be preserved and protected throughout the duration of all activities associated with the issuance of this Temporary Use Permit. Natural resources to be preserved on-site shall be protected before on-site land disturbance commences so as to prevent root damage, trunk damage, and soil compaction. Land disturbance includes grading, clear-cutting, trenching, and building construction. The permittee shall follow all protocols for resource protection contained in Subsection [10-50.90.090](#): Resource Protection During Construction. Failure to protect the natural resources covered in this section of the City of Flagstaff Zoning Code shall require the applicant to comply with Subsection [10-50.90.110](#): Mitigation, and Subsection [10-50.90.120](#): Enforcement.

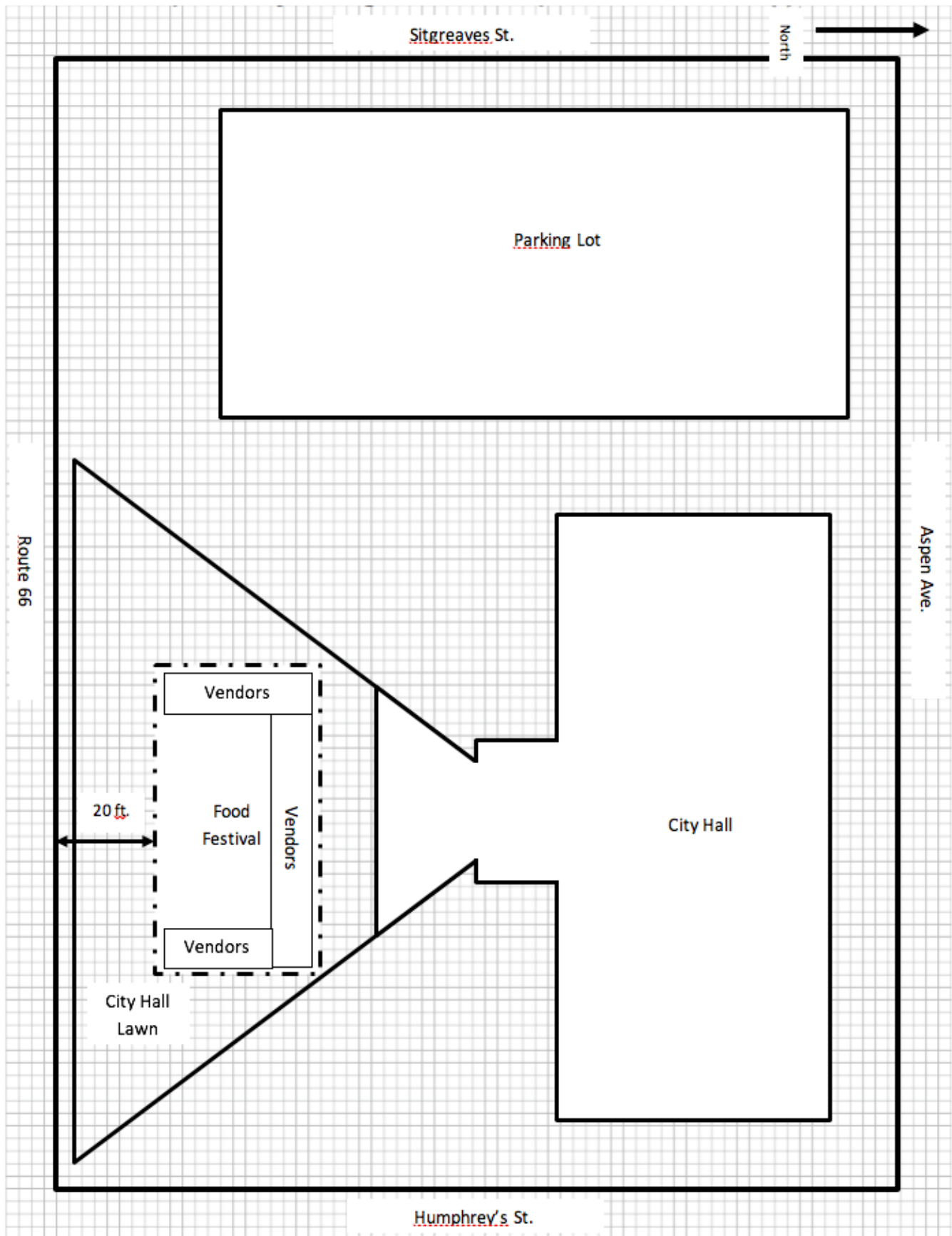
Additional Conditions of Approval for Special Events, Vendors, and Food Trucks/Trailers

1. The permittee shall adhere to the public safety precautions listed in their Covid-19 Public Precautions Plan to reduce the risk of Covid-19 transmission associated with this Temporary Use.
2. The permittee shall adhere to all City sales tax requirements and all applicable Coconino County Health codes for food preparation, handling, and sales.
3. Temporary vendors that operate within the City of Flagstaff for a total of 60 days or less per calendar year at a single or multiple locations may continue to use the same location(s) for subsequent calendar years.
4. Temporary vendors whose business is limited to a maximum of nine months per calendar year that operate within the City for more than 61 days per calendar year at a single or multiple locations shall be limited to two consecutive years at the same location(s). A one-time extension of the temporary use permit may be granted by the Planning Director for a maximum of one additional year.
5. A vendor who intends to establish a recurring seasonal temporary use where the temporary use is established on a property on an annual basis or other regular time frame, or who seeks to establish the temporary use for more than three years as permitted, may apply for a conditional use permit for such use following the procedures established in Section [10-20.40.050](#), Conditional Use Permit.
6. Food trucks/trailers placed within flood zones must be fully licensed and ready for highway use. These means that the unit must 1) be on wheels or jacking system, 2) be attached to the site only by quick disconnect type utilities, and 3) have no permanently attached components.
7. Overnight parking and unattended vehicles/trailers are prohibited in the floodway.

Additional Conditions of Approval for Off-Site Construction Yards

1. The construction yard shall be removed immediately upon completion of the construction project.
2. Immediately upon removal of the construction yard(s), the property shall be restored to the condition pre-existing the construction yard(s), or a condition approved by the City of Flagstaff Planning Director.
3. The permittee shall install signage on the perimeter of the site that identifies information about the project, including contact information for both the applicant and the City of Flagstaff, and a project description, including type of work to be conducted and the anticipated duration of the project. All signage shall comply with the provisions of [10-50.100.090](#): Portable Signs.
4. The construction yard shall be fenced and screened from the public right of way, any FUTS trails, and from any adjacent residential properties prior to the initiation of the temporary use on-site, and shall be screened throughout the duration of the project.
5. The permittee shall be required to notify occupants of properties located within 600 ft. of the temporary use site prior to initiating the temporary use. The Planning Director may expand the notification area depending on the location and the nature of the temporary use.
 - a. Notification shall occur at minimum 7 days prior to the anticipated start date of the temporary use, and shall take place either through a mailer or door hanger.
 - b. Notification shall include information about the project, including contact information for both the applicant and the City of Flagstaff single point of contact, and a project description, including the type of work to be conducted and anticipated duration of the project.
6. Construction vehicles shall travel 5 mph below the posted speed limit in residential areas.
7. General hours of operation shall be 6 am to 6pm, Monday through Friday.
8. No rock or material crushing shall occur on site unless approved under this Temporary Use Permit.
9. There shall be no on-site storage of above ground fueling tanks.
10. There shall be no on-site storage of explosives.
11. Dust abatement shall be conducted with a water truck as necessary.
12. Soils disturbed by the permitted activity shall be restored to their pre-construction state or permanent erosion control provided through appropriate stabilization methods. Permanent or temporary soil stabilization should be applied to denuded areas within fifteen (15) days after final grade is reached on any portion of the site. See City of Flagstaff Stormwater Design Manual 11.3.1.
13. An approved Floodplain Use Permit is required prior to beginning any construction activities within the floodplain. This document provides direction regarding work within the floodplain, including guidance on stockpiling, material storage, equipment storage and daily site cleanup. City staff issues this permit concurrently with the Temporary Use Permit (this permit does not require an additional application).
14. It is prohibited to store or process materials outside of a building in the floodplain that are, in the time of flooding, buoyant, toxic, flammable, explosive, or could be injurious to human, animal, or plant life, except for those materials required to be installed as part of any necessary erosion control. A list of buoyant materials that are not toxic, flammable, explosive or injurious to human, plant or animal life may be allowed in the floodplain outside of the floodway per review by City Stormwater staff.
15. Any materials storage shall be short term and shall not project above screening. Long term stockpiles (in place after the temporary construction yard is no longer in use) require a separate Stockpile Permit.

Example Site Plan for Temporary Use Permit



Site Address: 211 W. Aspen Ave. Flagstaff, AZ 86001

Date: August 3, 2020