Planner's Name:	**SUBMITTAL CHECKLIST**	Date:
	TEMPORARY USE PERMIT	Expiration:6 months from above date
Location:	Project Name:	

Date Received: _____

Receipt #: _____

File #: _____

DESCRIPTION & SSID REFERENCE	City Development Engineer O	City Utility Engineer O	City Surveyor O	City Parks/Recreation O	City Attorney O	City Sanitation O	City Fire Dept/ Clifton Fire Dept O	City Police Department O	City Code Enforcement ●	Building Department O	Qwest O	Xcel O	GVP O	Cable O	Water District O	Sewer District O	RTPO O	Urban Trails O	Other O	Total required
Application Fee(s)																				
● Development Application Form* II-1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
● Submittal Checklist* III-1, #5									1											
● Review Agency Comment Sheet* III-1, #6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
● Location Map V-12	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
● General Project Report VI-4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
O Sketch of Proposed Structure	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
● 11" X 17" Site Plan V-22	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
O Sign Plan/Sign Package IV-4, #22									1											
● Letter from Property Owner	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	

SAMPLE

Notes: * An asterisk in the item description column indicates that a form is supplied by the City and available on the City website.

** Temporary Uses exceeding 500 square feet require distribution packets for Fire, Police, Building Dept., City Dev. Eng., and a 2nd packet City Community Development.