TEMPORARY USE PERMIT PROCEDURE

Applicant Information

The City Community Development Division is responsible for processing applications for Temporary Use Permits based on Section 21.04.050 of Zoning and Development Code.

Any use or structure placed on a parcel of land for a period exceeding 48 hours and less than 4 months is considered to be a temporary use. The TUP is intended for seasonal or transient uses.

Procedure:

1. Application packets may be picked up at the City Community Development Division or found on our webpage at www.gjcity.org.
2. The permit fee is to be paid and processed at the time of submittal.
3. The following will be reviewed with applicant at the time of issuance of packet:
   a. Zoning: TUP’s are not allowed in any residential zone districts
   b. TUP’s are not intended for early development of a permanent use
   c. No more than 32 square feet of signage is allowed unless a Banner Permit is obtained
   d. Only one TUP is allowed per parcel at a time
   e. 30 days are required between each temporary use per parcel
4. Submitted applications must include all information required on the Submittal Checklist.
5. Submit signed original application, along with supporting documents, to the City Community Development Division.
6. Distribution (Allow for 5 working days for completion):
7. If there is a canopy or tent, the Building Dept. and/or Fire Dept. may require an inspection.
8. Firework stands:
   a. There will be an inspection fee from the Fire Dept. Call 970-244-1440 for more information
   b. All review agencies will review the proposed stand, no matter what the size.
Temporary Use Permit
Submittal Checklist

Zoning and Development Code
21.02.070 Temporary Use Permit
21.04.050 Temporary Uses and Structures

Any use or structure on a parcel of land for a period exceeding 48 hours and less than 4 months is considered to be a temporary use.

Restrictions:

- Not allowed in any Residential Zone.
- Not intended for pre-development use.
- Only one TUP allowed per parcel.
- 30 days required between each TUP on a parcel.
- Only 32 square feet total sign allowance.
  - For additional signage, apply for a Banner Permit through the Community Development Division.

Required Information:

- Submittal Checklist
- Application Form
- GIS or Assessors Map of Parcel
- Site Plan (including dimensions and setbacks)
- Letter from Property Owner
- Copy of valid City of Grand Junction sales tax license
- Application Fee - $25.00 fee (over 500 sq ft); $10.00 fee (under 500 sq ft)

The agencies checked below will review the application. Please allow 5 business days for review.

☐ City Community Development Division
☐ City Code Enforcement
☐ City Fire Department
☐ City Police Department
☐ City Development Engineer
☐ Mesa County Building Department
Location of Property: ______________________________________________________

Parcel #: ________________________________________________________________

Type of Use and Activities: ______________________________________________

Requested Dates:
Start: ___________________________  End: _________________________________

Hours of Operation: ______________________________________________________

Property Owner: __________________________________________________________

Owner's Address: __________________________________________________________

Owner's Telephone Number: ______________________________________________

Applicant's Name: _________________________________________________________

Applicant's Address: ______________________________________________________

Applicant's Telephone Number: _____________________________________________

Applicant's E-Mail Address: _______________________________________________

Any modification to this Temporary Use Permit must be approved in writing by the
City Community Development Division.

I acknowledge that I have read this application and the above information is
correct. I agree to comply with the requirements above. Failure to comply may
result in revocation of this permit or other legal action.

Applicant's Signature: _____________________________________________________

Date: ______________________________________________

Department Approval: ____________________________________________________

Date: ______________________________________________

Updated 8/15/2016