

## **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](http://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

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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



**TEMPORARY USE PERMIT  
APPLICATION**

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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: \_\_\_\_\_