

TEMPORARY USE APPLICATION AND CHECKLIST

The following information is required in order for the application to be accepted. All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate pdf file, unless otherwise specified.

The Temporary Use Permit is valid for one year, unless otherwise specified in conditions of approval. After issuance of the first temporary use permit, renewal temporary use permits for the same applicant are valid for 2 years, provided that the temporary use operation is not substantively altered from that of the previous year.

Temporary uses and associated structures are subject to all other applicable requirements of the Municipal Code, including but not limited to sales tax licenses, tent permits, building permits, liquor licenses, and health department permits.

- 1. Application Fee:** An application fee of \$120 is required. The application fee must be paid prior to approval of the temporary use permit.
- 2. Application Checklist:** A copy of this checklist verifying items included with the submittal.
- 3. Application:** Complete and sign the application form provided with this checklist. The application must be signed by the applicant and property owner.
- 4. Site Plan** drawn to scale with dimensions, containing the following information:
 - a. North arrow identified
 - b. Property lines and easements
 - c. Existing structures
 - d. Size and location of the temporary use operation including all proposed structures, tents, fencing, barricades and other site improvements associated with the temporary use.
 - e. Distance of the temporary use area to property lines, streets and relevant site features, including buildings
 - f. Entrances, exits, and circulation areas for vehicles, pedestrians, and emergency access
 - g. Parking for the temporary use including surface treatment.
- 5. Other information** as requested by the City based on the specific nature of the site or use, including but not limited to sanitation and trash collection, security measures, operations plan, traffic, noise and vibration, and drainage and environmentally sensitive areas.

APPLICATION

Application Type	New Application	Renewal of Previously Approved Application
Address of Property for Temporary Use		
General description of temporary use request		
Dates and times of operation, including set up and removal		
Description of proposed signs		
Description of proposed site lighting changes		
Restrooms	Indicate restroom services provided: <div style="display: flex; justify-content: space-around; width: 100%;"> Portable facilities None Other: </div>	
City Services	Check the following City services that the temporary use will require: <div style="display: flex; justify-content: space-around; width: 100%;"> Power Water Wastewater </div>	
Will the temporary use area be located within an established parking lot? Yes No If answered yes to the above question: <ul style="list-style-type: none"> How many parking spaces will be removed or obstructed for the temporary use? How many parking spaces exist in the parking lot? Will the temporary use alter or block any existing drive aisles? Yes No 		
Description of where guests, staff, vendors, etc. will park		

Applicant Information

Name:	Phone:			
Address:				
City, State:	Zip Code:			
Email Address:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Preferred Method of Contact</td> <td style="width: 35%;">Phone</td> <td style="width: 35%;">Email</td> </tr> </table>	Preferred Method of Contact	Phone	Email
Preferred Method of Contact	Phone	Email		
Signature:	Date:			

Property Owner Information

Name:	
Address:	
City, State:	Zip Code:
Signature:	Date:

Other Permits or Licenses

A Temporary Use Permit may be just one of the permits required for a temporary use, event, or activity. The following are some of the common departments that require a permit. Please contact these departments for more information on the permits they may require. Prior to beginning operation pursuant to a temporary use permit, all associated, required and applicable approvals, permits and licenses must be obtained.

Sales Tax License	Finance Department	970-962-2709
Temporary Sign Permit	Current Planning	970-962-2523
Tents over 700 sq. ft.	Fire Rescue Authority	970-962-2471
Temporary structures proposed with a duration over 180 consecutive days	Building Division	970-962-2505
Propane Tanks	Fire Rescue Authority	970-962-2612
Liquor License	City Clerk	970-962-2324
Streets being blocked off & special events	Police Department Fire Department	970-962-2239 970-962-2471
Food being served	Larimer County Department of Health and Environment	970-498-6776
Food trucks on City property	City Clerks	970-962-2324