

TEMPORARY USE COMMUNITY-BASED SHELTER 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.

A community-based shelter is a shelter that provides accommodations on a temporary basis as an accessory use to a facility owned and operated by a religious organization, a public benefit corporation or a tax-exempt corporation. A community-based shelter can be located inside a structure or outside within parking areas.

A temporary use permit is required for a community-based shelter. The permit is valid for one year and renewal permits for the same applicant are valid for 2 years.

I. Checklist

- 1. Preapplication Meeting.** Please call the Current Planning office to schedule a consultation meeting prior to submitting the application.
- 2. Application Fee:** An application fee is required prior to approval of the temporary use permit. Please refer to the application fees on the Current Planning webpage. Renewal permits are not subject to an application fee.
- 3. Application Checklist:** A copy of this checklist verifying items included with the submittal.
- 4. Application:** Complete and sign the application form provided with this checklist. The application must be signed by the applicant and property owner.
- 5. Site Plan** containing the following information. A site plan may be available at the Current Planning office or alternatively, an aerial map may be used if it can convey the needed information.
 - a. Property lines
 - b. Existing structures
 - c. Identify the parking spaces that will be used for safe vehicle parking if applicable. Drive aisles must remain clear for emergency vehicles.
 - d. Location of proposed structures including restroom stations and refuse containers. Adequate restrooms with handwashing and potable running water must be provided either within the buildings on the property or through the use of portable facilities.

Refuse containers must be provided near the parking area if the shelter includes vehicle safe parking.

- e. If the building will be available for use by patrons of the shelter, label the building entrances/exits that will be used.
- 6. Project Description:** Provide a letter that includes the following information:
- a. Contact information for the representative providing oversight to the shelter.
 - b. Description of the type of shelter (indoor/outdoor), hours of operation, schedule of when the shelter will be in use, and the duration (year-round/seasonal).
 - c. Description of the shelter's operating rules, staff levels, services provided to patrons, security measures and maintenance responsibilities.
 - d. Number of patrons anticipated to be served at the shelter. This can include both an initial number and a future anticipated number of patrons.
 - e. Description of any changes to the building or site to accommodate the shelter, if any. Proposed changes to the structure may require a building permit.
 - f. Description of fire safety mechanisms in place for indoor overnight shelters such as fire alarms, sprinkler system, exit paths, etc.
 - g. Description of any hazardous materials stored on site such as gasoline.
 - h. Description of how pet refuse will be handled if pets are allowed.
 - i. A description of neighborhood outreach proposed with the shelter. The organization must work with the surrounding neighborhood to address related neighborhood concerns.
 - j. If the shelter will be operated during concurrent hours that the building is in use, adequate parking must be provided for both uses. Parking designated for the shelter cannot reduce the total number of available parking spaces below the minimum required in the Unified Development Code.
 - k. An outline of fire safety procedures, if applicable. A Memorandum of Understanding for fire safety including fire district inspections will be required prior to approval of a community-based shelter.
- 7. Other information** as requested by the City based on the specific nature of the site or use. Please note that after approval, the permit may be adjusted or modified by the City based on unforeseen impacts resulting from the shelter.

APPLICATION

Application Type	<input type="checkbox"/> New Application <input type="checkbox"/> Renewal of Previously Approved Application
Address of Property for Community-Based Shelter	
General description of temporary use request	Check all that apply: <input type="checkbox"/> Indoor shelter <input type="checkbox"/> Vehicle safe parking
Type of existing fire prevention system for indoor shelter	Check all that apply: <input type="checkbox"/> Fire sprinkler system <input type="checkbox"/> Fire alarm system <input type="checkbox"/> None
Dates and times of operation	
Restrooms	Indicate the restroom services provided: <input type="checkbox"/> Portable facilities <input type="checkbox"/> Within on-site building

- For vehicle safe parking:
- How many parking spaces will be used for the safe parking use?
 - How many parking spaces exist in the parking lot?

Applicant Information

Designated Contact for the Shelter:		Phone:	
Address:			
City, State:		Zip Code:	
Email Address:	Preferred Method of Contact	Phone	Email
Signature:		Date:	

Property Owner Information

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