



# TEMPORARY USE PERMIT APPLICATION

## OVERVIEW

This form provides the basic information about a temporary use proposal. This application form is only one of the items required for a complete project submittal. It is the responsibility of the applicant to ensure that all other required materials are submitted and to clearly demonstrate through narrative, visual representations, and other materials that the proposed activity complies with the City of Durango's Land Use and Development Code. Incomplete or substandard applications may cause delays.

### PROJECT TYPE *(select one)*

- Temporary Sale outside of existing store
- Temporary Sale on property not owned by the applicant
- Temporary Food and/or Beverage Vendor
- Large Temporary Special Event (more than 500 attendees)
- Small Temporary Special Event (less than 500 attendees)
- Temporary Building/Construction Use
- Temporary Storage Container or Dumpster
- Other: \_\_\_\_\_

### APPLICANT CONTACT INFORMATION

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PROPERTY OWNER(S) *(Authorization from all property owners is required if different from the applicant):*

\_\_\_\_\_

## PROJECT DESCRIPTION

PROJECT NAME:

\_\_\_\_\_

PROJECT ADDRESS:

\_\_\_\_\_

PROJECT LOCATION ON THE PROPERTY:

\_\_\_\_\_

PROJECT SUMMARY *(Additional details must be included in other application materials)*

\_\_\_\_\_

\_\_\_\_\_

PROPOSED DATES OF OPERATION: \_\_\_\_\_ to \_\_\_\_\_

PROPERTY ZONING: \_\_\_\_\_

**ATTACH A SITE PLAN SHOWING THE OPERATIONAL ASPECTS AND LOCATION OF THE PROPOSED USE.**

## ACKNOWLEDGMENT AND AUTHORIZATION

The undersigned authorizes the Community Development Department to proceed with processing this application under the requirements of the City of Durango Land Use and Development Code (LUDC). The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# TEMPORARY USE PERMIT

## PERMIT INFORMATION (OFFICE USE ONLY)

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

Permit #: \_\_\_\_\_

Owner Approval Submitted?  Yes  No

Site Plan Attached to Permit?  Yes  No

## STANDARD PERMIT CONDITIONS

Division 2-3-3 of the City's Land Use and Development Code (LUDC) governs and controls all temporary uses within all zones in the City limits. Temporary Use Permits (TUPs) are required prior to initiation of any temporary use and the use must comply with all the applicable standards of the LUDC.

This permit shall be subject to the following conditions of approval:

1. All business operations shall be in accordance with all pertinent City codes and in conformance with the operational information, including the final site plan, on file in the Community Development office.
2. Signage, design and site improvements for the business shall be approved and comply with all the conditions requirements as specified in the LUDC. No pennants, flags, or other animated or wind-blown signs are allowed.
3. The vendor shall comply with all building and fire code requirements as determined appropriate by the City Building Inspector and Durango Fire Protection District.
4. No part of the business operations shall be placed in the public right-of-way. Customer parking and cueing shall not interfere with or in any way impede vehicular or pedestrian traffic. The applicant shall make a conscientious effort to avoid creating congestion in the right-of-way and shall maintain adequate circulation for access and parking for the adjacent businesses.
5. The operator of business is responsible for trash removal and general clean-up of the site following conclusion of the event.
6. The applicant shall obtain and maintain a business license and any other pertinent permits needed from the City of Durango City Clerk's Office prior to the start of the business operations.

The use/development approved by this permit shall be subject to periodic inspections by City staff for the purpose of determining compliance with the conditions of approval. Failure to maintain these conditions shall result in the initiation of enforcement action as provided by the LUDC which may include revocation of this Temporary Use Permit.

## ADDITIONAL CONDITIONS OF APPROVAL, IF APPLICABLE

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## APPROVAL

This permit is issued to \_\_\_\_\_  
(Applicant Name)

and is effective from \_\_\_\_\_ to \_\_\_\_\_  
(Start Date) (End Date)

\_\_\_\_\_  
Authorizing Staff Member Signature

\_\_\_\_\_  
Date