



City of Flagstaff

Community Development Division

211 W. Aspen Ave
 Flagstaff, AZ 86001
 www.flagstaff.az.gov

P: (928) 213-2601
 F: (928) 213-2609
 CDfrontcounter@flagstaffaz.gov

Date Received	Application for Temporary Use Permit			Permit Number	
Property Owner(s)				Phone	
Mailing Address		City, State, Zip	Email		
Applicant(s)				Phone	
Mailing Address		City, State, Zip	Email		
Site/Event Address		Parcel Number(s)	Zoning		
Date(s) of Use			Hours of Operation		
Detail of Temporary Use Activities					
Will any items be for sale? If yes, provide city sales tax number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will construction materials/equipment be stored?	<input type="checkbox"/> Yes ²	<input type="checkbox"/> No
Will a generator over 25 KW be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will an office/construction trailer be placed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will a sound system be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will flammable liquids/chemicals be stored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will food be prepared onsite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the site an undeveloped lot?	<input type="checkbox"/> Yes ²	<input type="checkbox"/> No
Will there be tents be over 400 sq. ft. in area?	<input type="checkbox"/> Yes ¹	<input type="checkbox"/> No	Will outdoor lighting be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			Will the temporary use last for more than 60 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>¹An additional tent permit and inspection may be required, please contact Fire Administration at (928) 213-2500.</p> <p>²If it is determined that the temporary use will negatively impact the soils onsite, an erosion mitigation plan may be required before final approval of a Temporary Use Permit. Please contact the Stormwater Section at (928) 213-2472.</p>					
For larger events please provide the following additional information and include these details on the required site plan					
How many people are expected to attend?	_____		Is traffic control needed?	<input type="checkbox"/> Yes ³	<input type="checkbox"/> No
Will porta-potties be provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will trash receptacles be provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>³If it is determined that event traffic will impact public streets, an approved traffic control plan may be required before final approval of a Temporary Use Permit. If a street closure is proposed, please contact the Special Events Coordinator for the City at (928) 213-2312.</p>					
Description of Temporary Use					
<p>A comprehensive site plan, written permission from the property owner for the proposed temporary use and payment of the fee (see fee schedule in Appendix 2) are required with this application. Incomplete applications will not be accepted. Information on Temporary Use Permit standards is in Section 10-20.40.150 (Temporary Use Permits) of the Zoning Code.</p>					
<p>_____ (Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this permit.</p>					
Applicant Printed Name		Applicant Signature			Date:

1. A flow chart describing the review process inclusive of applicable review time frames (administrative completeness review and substantive review) is available if requested.
2. The City and an applicant for a temporary use permit may mutually agree in writing to extend the substantive review time frame (and also therefore the overall review time frame) by no more than 50% of the overall time frame, i.e. an additional 6 working days.
3. An applicant for a temporary use permit may receive clarification from the City of how it is interpreting Section 10-20.40.150 (Temporary Use Permits) of the Zoning Code.
4. If an applicant fails to respond to corrections provided by the City within 30 days of the date of the corrections, the application shall be considered withdrawn.