Lakewood
Colorado

Planning Department

Civic Center North
480 South Allison Parkway
Lakewood, CO 80226-3127
Voice: 303-987-7505
Fax: 303-987-7990
Email: pod@lakewood.org
http://www.lakewood.org/planning

TEMPORARY USE - SHORT TERM

SUPPLEMENTAL LAND USE STANDARDS REVIEW

APPLICANT INFORMATION (contact person for event)

Name: _____

Address: _____

City: **Lakewood** State: **CO** Zip: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION (Contact person for the property)

Note: Property owner authorization is required if applicant does not own the property.

Property Owner Name: _____

Property Owner Address: _____

City: **Lakewood** State: **CO** Zip: _____

Phone: _____ Email: _____

DESCRIPTION OF PROPOSED TEMPORARY USE

Note: A site plan showing the location of the event, parking, and other site items related to the event may be required.

Name of Event: _____

Location of Event: _____

Date and Time of Event: _____

Description of Event:

Print Name: _____ Signature: _____

Date: _____

Print Form

Revised July 14, 2014

For Staff to Complete

Zone District: _____

Yes	No	
☐	☐	Will the length of time for the temporary event exceed 120 cumulative days within a 12 month period?
☐	☐	Will the anticipated parking needs for the event be met?
☐	☐	Will temporary event substantially impair the appropriate use or development of adjacent property?

Notes:

Other Permits required:

	Type	**Contact**
☐	Temporary Sign Permit	Planning 303-987-7571
☐	Temporary Fence Permit	Planning 303-987-7571
☐	Public Way Permit	Public Works 303-987-7500
☐	Electrical Permit	Public Works 303-987-7500
☐	Block Party Permit	City Clerk 303-987-7080
☐	Liquor License	City Clerk 303-987-7080
☐	Sales or Use Tax Certificate	Finance 303-987-7630
☐	West Metro Fire District approval for tents	WMFPD 303-987-4307

Depending on the size and nature of the event, it may be helpful for the applicant to provide the Police Department with advanced notice with event details (date, time, location, and activities). Phone 303-987-7565.

☐ Meets all required standards

☐ Does not meet all required standards

ZR Case # _____

Reviewed By: _____