

# TEMPORARY USE - SHORT TERM

SUPPLEMENTAL LAND USE STANDARDS REVIEW

## APPLICANT INFORMATION (contact person for event)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ 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: \_\_\_\_\_ State: \_\_\_\_\_ 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: \_\_\_\_\_

**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
<input type="checkbox"/>	Temporary Sign Permit	Planning 303-987-7571
<input type="checkbox"/>	Temporary Fence Permit	Planning 303-987-7571
<input type="checkbox"/>	Public Way Permit	Public Works 303-987-7500
<input type="checkbox"/>	Electrical Permit	Public Works 303-987-7500
<input type="checkbox"/>	Block Party Permit	City Clerk 303-987-7080
<input type="checkbox"/>	Liquor License	City Clerk 303-987-7080
<input type="checkbox"/>	Sales or Use Tax Certificate	Finance 303-987-7630
<input type="checkbox"/>	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

ZR Case # \_\_\_\_\_

Does not meet all required standards

Reviewed By: \_\_\_\_\_