

# TEMPORARY USE PERMIT APPLICATION

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January 2006

## I. Temporary Use Permit Application Requirements

1. Application (Included)
2. Site Plan showing location of any structures, fencing, access points, parking areas and dust control measures
3. Letter of explanation identifying the proposed use
4. Review & Permit Fee (Due at time of submittal) - \$100
5. Additional Info as requested by City Staff to evaluate request.

**\*\*\*INCOMPLETE PERMIT APPLICATIONS WILL NOT BE ACCEPTED\*\*\***

## II. Review and Approval:

1. Upon submittal of a complete application, Staff will review the proposed temporary use for conformance with Peoria codes and policies. Certain temporary uses require a 5 day posting period to notify the public of the planned use. For uses which do not require posting, the application will be processed within 5 working days. Uses which require posting will be processed within 10 working days. The applicant will be informed in writing of the City's decision regarding the proposed use.
2. Within 7 calendar days of the City's decision regarding the temporary use, the applicant, and any citizen or any party of interest may appeal the decision to the Board of Adjustment. The proposed use may not be established until the expiration of the 7 day appeal period.

## III. Discontinuation of Use:

1. Upon completion of the use, the site shall be restored to its previous condition. After the site has been restored, the applicant shall notify the City who will perform an inspection to determine that the property has been returned to its previous condition.

## IV. Permit Renewal:

1. Temporary Use Permits are approved for a specific time period, not to exceed 60 days (except for off-site construction yards). Permit renewals involve applying for a new permit and may be approved as detailed in Article 14-25-7 of Peoria's City Code.

## V. Other Approvals:

1. This guide outlines only the requirements to obtain a Temporary Use Permit. Other City departments (Building, Fire, Engineering, Police, & Sales Tax) must be consulted to determine other required approvals (i.e. electrical permit, fire inspection, right-of-way permit, etc.) for the proposed use.

## VI. Examples of Temporary Uses (Some Restrictions Apply):

1. Carnivals, circuses or similar special events;
2. Christmas tree sales, pumpkin sales or similar holiday related events;
3. Off-Site construction yard, garage, shed or trailer for a specific construction project, including the parking and storage of earth moving equipment. Outdoor storage of construction material excluding vehicles shall be screened from public view;
4. Off-site retail sales of souvenirs, gifts and food incidental to a sporting or cultural event;
5. Tent revival or fellowship meetings;
6. Craft shows, home & garden shows, festivals or similar events;
7. Off-site vehicle sales or similar events;
8. Outdoor concerts, paid admission events and events involving the distribution of alcoholic beverages;
9. Such other uses as the City may deem to be within the intent and purpose of the Code.



**PLANNING & ZONING DIVISION**

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COMMUNITY DEVELOPMENT DEPARTMENT



**PLANNING DIVISION**  
 Community Development Department  
**TEMPORARY USE PERMIT**

Permit Number:		Submittal Date:	
Address/Location of Property:			
Existing Zoning:		Existing Land Use:	
Parcel Number:		Gross Acreage/Square Footage:	
Date Temporary Use will commence:			
Date Temporary Use will cease:			
Applicant Contact:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:			
Other Parties of Interest:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:			
Interest's Signature:			Date:
Owner of Record:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:			
Owner's Signature:			Date:

I request that a Temporary Use Permit be approved by the Community Development Department at the above described property.

I hereby certify that the above information and information submitted as part of the requested application is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized to file on behalf of the owner.

I also agree to restore the property described in the Temporary Use Permit Application to its previous condition upon cessation of the temporary use or expiration of the approval time frame, whichever occurs first. I understand that the property must be restored within 1 week of discontinuation of the use.

Additionally, I agree to notify the Code Compliance Division (623-773-7162) when the property has been restored so that an inspection may be conducted.

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**Applicant's Signature**

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**Date**