

Time Stamp: _____



CITY OF TUCSON PLANNING & DEVELOPMENT SERVICES
TEMPORARY USE PERMIT (TUP) APPLICATION

APPLICANT

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Email _____

OWNER

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Email _____

PROPERTY LOCATION INFORMATION

Address _____

Parcel No. _____ Zoning of Property: _____

Proposed Use (Please give a brief statement of proposal outlining the scope of work. Please be specific.): _____

Reason for TUP request: _____

Number of months TUP is needed: _____ Number of Structures: _____ Height of Structure(s): _____

PROPERTY LOCATION INFORMATION *(continued)*

List all related permit activity numbers: _____

Is there a current violation at this address with the Code Enforcement Division of PDSD? _____

Violation Case Number: _____

Violation Description: _____

SIGNATURES

I (We) represent that the information in this application and the supporting materials are true and accurate to the best of my (our) knowledge.

Owner signature

date

Applicant/Agent signature (if not owner)

date

For Zoning and Subdivision review, the Unified Development Code (UDC) applies to this application. If you feel the Land Use Code (LUC) should apply, please consult with Zoning review staff. Applicable timeframes can be provided at your request or found in Administrative Manual Sec. 3-02 or found on our website at <http://cms3.tucsonaz.gov/pdsd>. For information about applications or applicable policies and ordinance, please contact Mark Castro or Russlyn Wells at (520) 791-5550.

SUBMITTAL REQUIREMENTS

- Completed “Temporary Use Permit” application, signed by owner or authorized agent
- Application fee payable to the “City of Tucson”
- Bond
- One (1) copy of the Pima County Assessor Parcel Detail (<http://www.asr.pima.gov/index.aspx>)
- One (1) copy of the Pima County Assessor Record Map
- One (1) color copy of the aerial photography for the site
- Three (3) copies of the project site plan (11”x17”) dimensioned and drawn to scale with project specific information such as setbacks, building heights, accessible routes, surfacing material, handicap parking spaces, PAAL widths, perimeter screening material, number of provided parking spaces, zoning of site and surrounding properties, show utility hook-ups if needed, structural elevations including ADA required improvements.

Residential Fees:

- Application - \$104.50
- Bond - \$1000.00
 - o Cash Bond
 - o Assurance Bond

Commercial Fees:

- Application - \$192.50
- Bond - \$5000.00
 - o Cash Bond
 - o Assurance Bond

PROCESS

- Submit the application and required items to PDSD, 3rd floor. Staff will review for completeness. **Applications may not be dropped off.** Please contact: Mark Castro 837-4979 or Russlyn Wells 837-4948.
- Once the application is verified complete, submit the paperwork to the **Permit Counter** staff (PDSD, 1st floor). **Fee and Bond processed at this time.**
- Staff reviews the application (typically five working days) and issues a Zoning Decision letter with the stamped site plans. If Fire inspection is required, the applicant must pay the fee and provide staff a receipt prior to issuance of the TUP.
- Thirty (30) days after the decision date for the TUP, staff will inspect the site to verify temporary site improvements are in place as approved and shown on the site plan. If temporary improvements are not as approved, then the applicant **will be in violation.**
- Requests for any extension of time on the TUP must be in writing.
- Requests to release the bond must be in writing, with final site inspection showing that the temporary use or structures have been removed by applicant.