



Planning & Development

11701 Community Center Drive

Northglenn, CO 80233

P: 303-450-8739

F: 303-450-8708

northglenn.org

TEMPORARY USE PERMIT

Application Guide

OVERVIEW

A Temporary Use Permit allows certain uses for a specific period of time. Section 11-3-3 of the city's Unified Development Ordinance (UDO) includes a table of uses and outlines those uses requiring a Temporary Use Permit, including, but not limited to, mobile food vending, special events, and seasonal sales. Temporary Use Permits are reviewed and approved administratively by the Director of Planning and Development.

SUBMITTAL REQUIREMENTS

The following application package must be submitted to the Planning and Development Department to commence review. Submittals should be electronic, or one (1) paper copy will also be accepted. Any missing information may cause the application to be incomplete and, therefore, rejected.

- Completed **Application Form**.
- Application Fee** of \$100.
- Project Description/Justification Letter** that summarizes the proposed temporary use including duration, dates and times of the event, and how the event will be run and managed.
- Site Plan**, that shows the location of any temporary improvements, pedestrian and vehicular access and circulation, parking, emergency access, and any signage proposed.
- Additional Information**, as may be required by the Planning staff or if applicable to the proposed Temporary Use Permit request.

PROCESS

- Prior to submittal of an application, it is recommended that you schedule a Pre-Application Meeting in accordance with Section 11-6-3(b) of the UDO. Contact the Planning and Development Department at 303-450-8739 to schedule a Pre-Application Meeting.
- Applications can be submitted electronically to development@northglenn.org or directly to Planning and Development Department staff at City Hall (11701 Community Center Drive).
- Upon receipt of an application, the Planning staff will review the application package for completeness. If the application is deemed complete, then the Temporary Use Permit submittal will be referred out to the city's Development Review Committee, which consists of various city departments, including Planning, Building, Engineering, Public Works, North Metro Fire Rescue, and any other agency/department that might have an interest in the application.
- The Planning and Development Department will compile all comments from the various city departments and other agencies and provide a written review letter within 15 business days of submittal. If a resubmittal is required, it will be requested in the review letter. Any resubmittals will follow this same procedure.
- Once an application has completed the staff review, it can be approved administratively by the Director of Planning and Development if it complies with all applicable. The Director may refer the application for review by the Planning Commission at his or her discretion.
- In order for a Temporary Use Permit to be approved, it must meet the approval criteria outlined in Section 11-6-5(c)(3)(C) of the code, which is further described later in this guide. Approvals may include conditions which must be adhered to. Staff will provide a Temporary Use Permit that must be available for inspection at the site.



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- Any decision on a Temporary Use Permit made by the Director may be appealed to the Planning Commission.

CODE REQUIREMENTS

Section 11-6-5(c) of the Unified Development Ordinance (UDO) addresses the requirements for a Temporary Use Permit. The following references are excerpts pertaining to the Temporary Use Permit review process. Please refer to the city's Municipal Code for a complete listing of all requirements outlined in the UDO.

Section 11-6-5(c)(3)(C). Staff Review, Correspondence, and Action

- (i) **Review and Decision**
The Director shall review the temporary use permit application according to the criteria below and the Director shall approve, approve with conditions, or deny the permit.
- (ii) **Temporary Use Permit Approval Criteria**
In reviewing a temporary use or structure, the Director shall consider whether the proposed use or structure:
 - (a.) Is consistent with the Comprehensive Plan;
 - (b.) Complies with applicable temporary use standards, as well as all other applicable standards in this UDO;
 - (c.) Adequately mitigates any impacts associated with access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, and odor; and
 - (d.) Complies with all requirements and conditions of approval of any prior development permits or approvals.

Section 11-6-5(c)(3)(D). Post-Decision Actions and Limitations

Post-decision actions and limitations in Subsection 11-6-3(h) shall apply, with the following modifications:

- (i) **Effect of Approval**
A temporary use permit authorizes establishment, construction, or installation of the approved temporary use or structure in accordance with the terms and conditions of the permit.
- (ii) **Expiration of Approval**
A temporary use permit shall be valid beginning on the date specified on the permit and shall remain valid for the time period indicated on the permit. Upon request, the Director may grant a one-year extension; however, in no case shall a temporary use permit be valid for more than one year after its original expiration date. This one-year extension period may not be further extended. Any temporary use permit requesting an approval period beyond one year shall require a special use permit approval pursuant to subsection b.
- (iii) **Removal and Restoration**
Before the expiration of a temporary use permit, the permittee shall disconnect all temporary uses and structures, and associated property and equipment, and free the temporary use site from all trash, litter, and debris to the satisfaction of the Director.
- (iv) **Appeal to the Planning Commission**
The applicant may appeal the denial, revocation, or suspension of a temporary use permit to the Planning Commission in accordance with Subsection 11-6-7(d)., *Appeal*.

Please note that a Temporary Use Permit must comply with all applicable requirements outlined in the Northglenn Unified Development Ordinance. The city's UDO can be found at www.northglenn.org/municode.



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TEMPORARY USE PERMIT APPLICATION

Planning and Development Department

PROJECT INFORMATION

General Description of Request: _____

Attach hereto a Project Description Letter that describes in detail the request.

Property Address or Location: _____

Legal Description: _____

Zoning District: _____ Lot area: _____

PROPERTY OWNER(S) INFORMATION

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

AUTHORIZED AGENT (If other than owner)

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: _____ Date: _____

Owner(s)' Signature(s): _____ Date: _____

STAFF USE ONLY:

Case Number: _____

Date Application Received: _____