

TEMPORARY USE PERMIT APPLICATION

SECTION I: PROPERTY OWNER(S)

Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

***If more than one owner, attach additional sheet with names, addresses and signatures as requested below**

SECTION II: APPLICANT INFORMATION & PRIMARY CONTACT INFORMATION

Description of Request: _____

Existing Zoning District: _____

Existing Use of the Property: _____

Dates of Temporary Use: _____

SECTION III: PROPERTY

Street Address: _____

Major Cross Streets and/or Intersection (lot #, if applicable): _____

General Location/Name of Subdivision if applicable: _____

Assessor's Parcel Number: _____

Legal Description (Section, Township & Range): _____

Size (**gross and net**): _____ sq. ft. _____ acres

SECTION IV: SUBMITTAL REQUIREMENTS

Please provide the following (attach additional sheets):

Office
 Check-in Applicant
 Use Only Checklist

- Two (2) 8.5" X 11" scaled site plans depicting:
 - Size and shape of parcel
 - Location of proposed and existing buildings and uses
 - Parking areas, including access and surfacing material
 - If this is a unique use, please provide a photo or elevations of the item
 - All adjacent rights-of-ways (i.e. *what major streets is the subject property bounded by*)
 - Landscaping plans as applicable

- Neighborhood Notification Letters**
 Once staff has approved the applicant's neighborhood notification letters applicant must mail out advisory letters to all adjacent property owners within three hundred (300) feet of the external boundaries of the subject property. Copies of the Neighborhood Notification Letter Template are available online:

Mailing Instructions:
 Letters must be sent **via certified mail** and with the **City's mailing address as the return address: City of Maricopa Planning Dept. Case# _____, P.O. Box 610, Maricopa, AZ 85239.**

Submittal to City:
 - One (1) copy of Owner Advisory letter mailed to all property owners within three hundred (300) feet of the external boundaries of the subject property
 - One (1) copy of complete, alphabetized list of all property owners within three hundred (300) feet of the external boundaries of the subject property (**list submitted may be no older than 30 days**)
 - One (1) copy of a map of the area depicting the three hundred (300) foot radius from which the adjacent property owner list was derived, showing adjacent properties and noting existing land uses and zoning.
 - Source from which list was derived (i.e. name of Title company)
 - A map of the area (Tax Assessor Map is acceptable)
 - Provide a narrative describing the following information:
 - Description of the proposed use, hours of operation, and the facilities proposed for the land use
 - Describe any adverse impact the proposed land use may have on surrounding properties and on the neighborhood
 - Describe the steps that will be taken to avoid or lessen the adverse impacts
 - Legal Description of the subject property
 - Fee: \$200.00

I have read this Temporary Use Permit Application and understand that if my application is not complete in all respects it will not be processed until such time as it is complete.

Signature of Applicant	Print Name	Date
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Signature of Property Owner	Print Name	Date
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***If more than one owner, attach additional sheet with names, addresses and signatures**

OFFICE USE ONLY	
Case #:	Zoning Map #:
Fees:	
Date of Submittal:	Accepted by: