



Temporary Use Permit Application

Name of Event: _____

Location (address) of Event: _____

Associated Storefront: _____

Date(s) of Event: _____ Start Time of Event: _____ End Time of Event: _____

Description of Event: _____

Business Name: _____ Phone: _____

Contact Name: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Required Submittal Materials for Event Review

Project narrative (Use reverse side or provide separate attachment) detailing the following:

- 1. Brief description of event
- 2. Security details that will be in place for the event (if applicable)
- 3. Description of how the site will be cleaned
- 4. Description of how water and sewer will be used (restrooms)
- 5. Description of any special lighting, sound amplification or noise (including music associated with the use)

Site plan drawn to scale, including dimensions, showing existing and proposed permanent or temporary:

- 1. Buildings, structures, walls, partitions, etc.
- 2. Parking (show location and quantity)
- 3. Vehicle ingress and egress location
- 4. Site infrastructure (i.e., streets, water lines, easements, etc.) if applicable
- 5. Restroom facilities
- 6. Directional arrow (North arrow)
- 7. Fire exits and smoke detection devices (if applicable)

Signage

- 1. Size and dimensions
- 2. Location
- 3. Picture, drawing or rendering

Letter from property owner granting permission to use the site

Letter authorizing use of associated storefront's temporary use allowance

Fee \$100

Narrative: _____

<p><u>Examples of Temporary Uses</u></p> <ul style="list-style-type: none"> ➤ Private concert (indoor or outdoor) ➤ Automotive sale ➤ Tent revivals/meetings ➤ Carnival/fair/circus ➤ Farmers market (not city related) ➤ Christmas tree sales ➤ Any temporary use that is determined to generate high traffic volumes ➤ Most uses longer than one week 	<p><u>Examples of Exempt Events (fee waived)</u></p> <ul style="list-style-type: none"> ➤ Ground breaking ceremonies ➤ Public concerts/events in the park (requires a park permit from Parks Dept.) ➤ Parades (requires a parade permit from Police Dept.) ➤ Outdoor/temporary vendor (requires vendor license from Finance Dept.) ➤ Events located at Island Grove Regional Park ➤ Grand opening events (only exempt if grand opening does not include minor/major use characteristics) 	<p><i>Note: Additional criteria apply to the following types of temporary uses;</i></p> <p>See Section 24-403 of the City of Greeley Development Code.</p> <ul style="list-style-type: none"> ➤ Seasonal sales events (Christmas trees, pumpkins, plants) ➤ Temporary concrete or asphalt batch plant ➤ Temporary construction or sales office ➤ Outdoor markets for sale of produce, plants, handcrafts ➤ Outdoor flea markets ➤ Outdoor carnivals, circuses, traveling shows, exhibitions, festivals or fairs ➤ Garage sales
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