



City of Apache Junction
Development Services Department
300 E. Superstition Blvd.
Apache Junction, AZ 85119
(480) 474-5083
www.apachejunctionaz.gov



Temporary Use Permit Application

FOR REFERENCE ONLY

City of Apache Junction
Development Services Department
<http://www.apachejunctionaz.gov/81/Development-Services>

TEMPORARY USE APPLICATION

SUBJECT INFORMATION

PROJECT NAME:

PROPERTY ADDRESS:

ASSESSOR'S PARCEL NO.

ACREAGE:

ZONING DISTRICT:

APPLICATION TYPE:

☐ RESIDENTIAL

☐ COMMERCIAL

PROPERTY OWNER/APPLICANT

NAME:

MAILING ADDRESS:

EMAIL:

TELEPHONE:

OWNER AUTHORIZATION

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws.

Property Owner

Date

Applicant Signature

Date

REVIEW TIMEFRAME

ADMINISTRATIVE COMPLETENESS REVIEW: 5 DAYS

REVIEW OF SUBMITTAL: 21 DAYS

TEMPORARY USE PERMIT SUBMITTAL CHECKLIST

PLEASE RETURN THIS APPLICATION WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE INFORMATION BELOW WILL BE CONSIDERED INCOMPLETE AND WILL BE REJECTED. ALL SUBMITTAL MATERIALS MUST BE DELIVERED IN PDF FORMAT.

☐ **Project Narrative**

Include the following information if applicable:

- Location/Address of Temporary Use
- Description and purpose of Use/Request
- Dates for Use
- Temporary Use Operator
- Property Owner
- Hours of Operation
- Lighting Location and Type
- Signage Location, Type and Size
- Power Source Type and Location
- Structure Type and Size
- Restoration Date
- On-Site Sanitary Facilities Location and Type

☐ **Site Plan**

☐ **Application Fee - \$250.00 +4% technology fee + \$25 GIS fee**

TABLE 6-3: TEMPORARY USES AND STRUCTURES REQUIRING APPROVAL

TEMPORARY USE OR STRUCTURE	MAXIMUM TIME FRAME	LOCATION PERMITTED
Temporary Office Facilities supporting existing or developing business use	1 year (renewable for additional year upon a finding of need)	Developed or developing non-residential zoned site
Construction trailers, modular units and parking to support construction and land development projects	1 year (renewable for additional year upon a finding of need)	Developed or developing non-residential zoned site
Special Events ² (Applies to multiple vendor events conducted, organized and sponsored by non-profit organizations and approved by the City Council)	4 consecutive days per specific event per calendar year	Developed or vacant non-residential zoned site
Community Events ³ (Applies to multiple vendor events conducted, organized and sponsored by non-profit organizations)	4 consecutive days per specific event per calendar year	Developed or vacant non-residential zoned site
Private Events ⁴ (Applies to multiple vendor events conducted, organized and sponsored by for-profit organizations or businesses)	4 consecutive days per specific event per calendar year	Developed or vacant non-residential zoned site
Temporary Residence for Security Guard ⁵	12 months	Non-residential construction site
Seasonal Holiday Sales Limited to: - Christmas/New Year's (i.e., trees, wreathes and fireworks) - Halloween (i.e., pumpkins)	30 days per holiday per location	Developed or vacant non-residential zoned site

and gourds) - 4th of July (i.e., fireworks)		
Farmers Market, Fruit and Produce Stands (Excludes flea markets and swap meets)	3 days per week per location	Developed or vacant non-residential zoned site
Carnivals, Circuses and Fairs (See Vol. I, Chapter 8 of the Apache Junction City Code)	7 consecutive days per specific event per calendar year	Developed or vacant non-residential zoned site
Flea Markets and Swap Meets (See Vol. I, Chapter 8 of the Apache Junction City Code)	3 days per week per location	Developed non-residential zoned site
Vendors Using Carts, Booths or Kiosks (excludes food and beverage sales)	3 days per week per location	Developed non-residential zoned site
Food/Beverage Cart or Concession Trailer (See Vol. I, Chapter 8 of the Apache Junction City Code)	7 consecutive days per location	Developed non-residential zoned site
Car Tent Sales (i.e., Applies only to city approved new and/or used car sites)	7 consecutive days, 4 occurrences per year	Developed non-residential zoned site
Classic Car Shows	3 days per week per location	Developed non-residential zoned site
Grand Openings (See Vol. I, Chapter 8 of the Apache Junction City Code)	14 consecutive days	Developed non-residential zoned site
Art Display and/or Sales	7 days per week	Developed or vacant non-residential zoned site
Temporary Residence During Home Construction ⁶	8 months	All single-family zoning districts

Notes:

1. Approval of temporary uses not listed in [Vol. II, Table 6-3](#) above are subject to CUP approval.
2. *Special events.* Special events that are conducted, organized and sponsored solely by non-profit organizations with multiple vendors shall be approved by the City Council during the annual budget process, and shall not exceed 4 consecutive days in any calendar year. The community event shall have the purpose of promoting or benefitting the city and its residents and/or the sponsoring non-profit organizations. City Council approved special events conducted, organized and sponsored by non-profit organizations do not require Development Services Department approval. Special events may be allowed in accordance with [Vol. II, § 1-6-3, Table 6-2](#) and Apache Junction City Code, Vol. I, Chapter 8.
3. *Community events.* Community events that are conducted, organized and sponsored solely by non-profit organizations with multiple vendors shall be administratively approved by the City Manager or designee and shall not exceed 4 consecutive days in any calendar year. The community event shall have the purpose of promoting or benefitting the city and its residents and/or the sponsoring non-profit organizations. Community events are subject to the standards identified in Apache Junction City Code, Vol. I, Chapter 8.
4. *Private events.* Private events that are conducted and sponsored by for-profit organizations, agencies or businesses with multiple vendors shall be administratively approved by the City Manager or designee and shall not exceed 4 consecutive days in any calendar year. Private events may be allowed in accordance with [Vol. II, § 1-6-3, Table 6-2](#) and Apache Junction City Code, Vol. I, Chapter 8.
5. *Residence for security guard.* During the active construction period (after a building or grading permit has been issued) of a construction project involving a non-residential property, 1 manufactured home, park model or trailer may be allowed on the same property to be used as a temporary residence for a night watchman for a period not to exceed 12 months or the active construction period, whichever is less. The temporary structure shall be removed from the site within 14 days of issuance of the final certificate of occupancy.
6. *Residence during home construction.* During the active construction period (after a building or grading permit has been issued) of a residence within all single-family zoning districts, 1 travel trailer, motor home or fifth wheel may be parked and used as a temporary living quarters for up to 8 months while a home is being constructed on a single-family residentially zoned property subject to compliance with the accessory building's setback requirements. The temporary quarters may be temporarily connected to utilities subject to proper permitting.