

TEMPORARY USE PERMIT | APPLICATION



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Application Information

Temporary Use Permits (TUPs) are intended to regulate use on private property that occur for limited periods of time. TUPs are limited to a maximum of thirty (30) consecutive days per event, with a cumulative total of ninety (90) days in a calendar year. TUP applications must be submitted for a minimum of thirty (30) days prior to the start of the event to ensure sufficient time for review and approval.

Event Overview

Event Name:

Address/Location:

Nature of Event (e.g. concert, festival, grand opening):

Event website (required if available):

Applicant Information

Name:

Company (and DBA):

Address:

City / State / Zip:

Phone:

Email:

Peoria Business License #:

Non-Profit Organization? ☐ No ☐ Yes - If yes, provide Tax Exemption ID (or other proof)

Applicant / Owner Authorized Agent Information

The Property Owner may designate an agent to act as the coordinator for the project. This person (the Applicant) will receive all city communication and will be responsible for transmitting all case information to other parties as required. **All contact for this project will be made through the Applicant below.**

Name:

Company:

Address:

Phone:

City / State / Zip:

Email:

I hereby certify that the information submitted as part of the requested application is correct and that I am authorized to file an application on said property:

Print Name:

Applicant's Signature:

Date:

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Additional Applicant Contact:

Name:

Company:

Address:

Phone:

City / State / Zip:

Email:

Property Owner Information*

If property owner is not the same as the applicant identified above, the property owner is required to do one of the following:

Sign the Property Owner Authorization statement below; or,
Complete the Affidavit of Authorization Form; or,
Provide a signed letter authorizing the applicant to file the request(s).

Name:

Company:

Address:

Phone:

City / State / Zip:

Email:

Property Owner Authorization*

I hereby state that I am the legal owner or lawfully appointed agent of the owner of the property described herein and do hereby authorize the Applicant to be my authorized agent for all matters related to this request with the City of Peoria, including but not limited to submitting this application and serving as my representative.

Print Name:

Owner's Signature:

Date:

*Multiple Property Owners

If more than one individual (or company) has controlling ownership interest in any portion of one or more properties that comprise the area within the "project" boundary, please use additional sheets to provide authorization for all ownership parties. If one property owner has the authority to sign on behalf of all property owners, include documentation showing authorization.

On-Site Person Responsible for Event Operations

Name:

Company:

Cell Phone:

Email:

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Agent for Service of Process

Applicants must provide a valid name, street address and day-time phone number for an 'agent for service of process'. This agent is the applicant's agent to receive service of process for legal notices and citations to ensure compliance with all applicable laws and regulations. Changes to the agent must be made in writing and received by Fire Marshal to be valid.

Name:

Address:

City / State / Zip:

Phone:

Email:

Property and Event Information

Parcel Number(s):

Gross Acreage:

Lease/Event Size:

Zoning District:

Existing Land Use(s):

Estimated Attendance:

What is this based on?

Set-Up Date(s):

Hours:

To:

Operation Date(s):

Hours:

To:

Clean-Up Date(s):

Hours:

To:

Event Details

- 1. Will the event take place on a vacant, unused, dirt or gravel lot?** ☐ Yes ☐ No
If yes, then identify dust control methods within a separate narrative.
- 2. Will the event include a carnival, fair, or farmer's market?** ☐ Yes ☐ No
If yes, then a Fire Department Fee and Inspection are required. All rides must provide documentation of an approved mechanical inspection within the last year as a part of the submittal materials.
- 3. Is there an admissions charge?** ☐ Yes ☐ No
If yes, then a City of Peoria Business License # must be listed on the application, unless the organization is a registered non-profit. If it is a non-profit organization, then provide the Non-profit Tax-Exempt ID number (or other proof of status).
- 4. Will there be food or merchant vendors?** ☐ Yes ☐ No
If food or drink can be purchased at the event, or the sale of items or services will occur, then provide a separate list of vendor names, contact information, and their Peoria Business License Number. All food vendors must also have proper permits from Maricopa County Environmental Health.

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5. Will food be prepared on site?

☐ Yes ☐ No

Please describe how food will be prepared (i.e. cooked). Explain how odors, smoke, grease and other nuisances will be controlled to mitigate impact to neighboring residences and/or businesses. Note: Open flames / cooking will require a Fire Department Fee and Inspection. All food trucks must include documentation of an approved inspection by the Arizona Fire Department within the last year as a part of the submittal materials.

6. Will there be open flames?

☐ Yes ☐ No

Explain if open flames are associated with cooking or for another purpose (i.e. a fire pit, campfire, etc.)

7. Will there be any one of the following: music, performers, sound system or PA system?

☐ Yes ☐ No

Explain if event will have live band, DJ or pre-recorded music, and/or list name of band/performers. Identify start and end time of each one. Detail all audio equipment that will be used (including public address system).

* The applicant is required to have an event staff member responsible for monitoring sound levels when sound/music/noise may be audible beyond the event venue. Noise complaints can result in calls for service from the Peoria Police Department. A police officer may require the volume to be reduced or ceased based on complaints of unreasonable sound levels. (Initial to the right to show you have read and understand this requirement.)

_____ initial

8. Will fireworks or pyrotechnics be used or sold?

☐ Yes ☐ No

If yes, then a Fire Department Fee and Inspection are required.

9. Will firearms or ammunition be sold or stored on site?

☐ Yes ☐ No

If yes, then provide a narrative identifying quantities as well as safety and storage methods used to secure such materials.

10. Will there be alcohol sold or served at the event?

☐ Yes ☐ No

A liquor license is required if the event is open to the public, or if there is a fee for admission, food or drink. A State of Arizona Special Event or Extension of Premises Liquor License must be submitted 30-60 days before the event to Sales Tax and Licensing at the City of Peoria. See the Arizona Department of Liquor Licenses and Control website for additional information. Provide the type of license requested and date submitted below.

License Type Requested:

Date Submitted:

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11. Will the event use canopies or tents? ☐ Yes ☐ No

All canopies and tents must be shown on the site plan. Canopies that are ≥ 400 square feet (single or aggregate total) or tents ≥ 200 square feet (single or aggregate total) require separate Fire Department Fee and Inspection. Tents/Canopies cannot restrict pedestrian or vehicular access to a site. Provide the manufacturer's details showing how it should be anchored and flame-retardant certificate. Identify the size and quantity of each canopy and tent below.

Size(s)

Quantity

12. Will the event include generators rated 20kw or larger? ☐ Yes ☐ No

If yes, then a Building Permit Fee and Inspection are required. Provide the size and quantity below.

Size(s)

Quantity

13. Will the event require or provide public or private security personnel? ☐ Yes ☐ No

If yes, then a separate Security Plan must be submitted. Contact the Police Department at 623-773-7082 for more information. Please briefly explain any security/control measures that will be in place.

14. Will the event require fire/medical personnel? ☐ Yes ☐ No

(Examples include but are not limited to large events in high temperatures, races, etc.) Fees will apply. Contact the Fire Department at 623-773-7279 for more information.

15. Will the event require any closures or restrictions of streets, sidewalks, or alleys? ☐ Yes ☐ No

If yes, then a separate Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, and street closures must be submitted. Contact the Police Department at 623-773-7002 for more information. Please briefly explain what closures or restrictions are proposed below.

16. Will there be any signs for the events? ☐ Yes ☐ No

If yes, diagrams or images of the proposed signs with dimensions are required. Signs must comply with the Temporary Event Sign Requirements in Section 21-836 Table 4.D.3 of the Zoning Ordinance. Additional signage may be approved by a separate Special Event Sign Application. Inflatable structures that are considered signage require a separate Inflatable Structure Permit.

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17. Please describe provisions to ensure neighboring residences and/or businesses are not adversely impacted.

18. Event Parking and Traffic

The event will include the following (*check all that apply*):

- | | | |
|--|--|--|
| ☐ On-site parking | ☐ Existing public parking | ☐ Shuttle service from off-site |
| ☐ Taxi service | ☐ Valet service | ☐ Off-site parking |

The Applicant is responsible for obtaining authorized approval for any private parking areas. Applicant is also responsible for ensuring adequate parking for attendees and for minimizing any negative impacts to adjacent areas.

Applicant Certification

Please initial by each statement to acknowledge that you have read and understand each of the requirements.

- _____ I hereby certify that the information provided relating to this application is true, correct and complete to the best of my knowledge, and that I am authorized to execute this application.
- _____ I hereby agree to comply with all applicable codes of the City of Peoria and the State of Arizona and with any conditions attached hereto.
- _____ On behalf of myself and anyone who is related to or associated with the event (each, a "Responsible Party"), I hereby release and hold harmless the City of Peoria for, from and against, any and all claims arising out of the Temporary Use Permit.
- _____ To the fullest extent permitted by law, the Responsible parties shall defend, indemnify, and hold harmless the City of Peoria, its agents, officials, and employees, for, from and against all claims, damages, losses, liabilities, costs and expenses (including, reasonable attorneys' fees, and costs) to which any such Indemnified Party may become subject, under any theory of liability whatsoever ("Claims"), insofar as such Claims (or actions in respect thereof) relate to this event.
- _____ I hereby acknowledge that all transactions in the course of the event are subject to any applicable City, county and/or state sales tax and assure that all event participants shall be notified regarding sales tax regulations.
- _____ I agree to restore the property described in the TUP to its previous condition within 72 hours of cessation of the temporary use or expiration of the permit, whichever occurs first.
- _____ I agree to notify the Code Compliance Division (623-773-7162) when the property has been restored so that an inspection may be conducted.
- _____ I understand that failure to comply with the conditions of this permit may be considered a critical element of the review of any subsequent applications. Gross failure may disqualify the company from being issued a Temporary Use Permit in the future.

Applicant's Signature

Date

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Authorization for Site Visits and/or Inspections

1. I hereby authorize the City of Peoria's staff to conduct site visits and/or inspections of the property and related properties identified in the Temporary Use Event application.
2. I understand that even though I have authorized the City of Peoria's staff to conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary and may opt not to perform the site visit and/or an inspection.

Applicant's Signature

Date

Submit Form through the Peoria Development Application Portal

<https://devservices.peoriaaz.gov/devservices/Default.aspx>

1. Create an account and allow pop-ups on your browser
2. Use the [On-line Permitting Guide](#) for additional info.