Temporary Use Permit
Procedural Guide & Application

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A. GENERAL

Section 09.01.04 of the Marana Development Code provides for the issuance of Temporary Use Permits for temporary uses or structures not otherwise permitted by code provisions. A temporary use is a use that is established for a limited duration with the intent to discontinue the use upon the expiration of the time period. A temporary structure, without foundation or footings, is removed when the designated time period or activity has ceased. Temporary Use Permits may be issued for, but not limited to, temporary dwellings and structures during the construction of a permanent building, temporary outdoor activities such as circuses, carnivals, parades and other special events and from a need that has arisen from circumstances constituting a substantial hardship, including natural disasters, fire, or governmental action.

Approval of a Temporary Use Permit may include such conditions and restrictions that the Town finds necessary to make the temporary use more compatible with the surrounding neighborhood including time limitations, improvement and inspection requirements. In addition, any temporary use permitted which involves a structure must not violate applicable yard setback requirements and must be capable of being removed within 15 days.

The Town may grant a Temporary Use Permit for not more than 9 months, however, the permit may be extended for up to an additional one year period upon showing of good cause.

Purpose
The purpose of this procedural guide is to assist the applicant through the Temporary Use Permit process, including submittal requirements and procedures required to obtain approval of the project. Specific submittal requirements, particularly supporting documents, are based upon the complexity and impact of the proposed project.

B. TUP REVIEW PROCESS

1. Upon submittal of a completed application, the Planning Department will review the Temporary Use Permit and supporting documents and also distribute the plan submittal to other departments and agencies, as necessary.
2. After the completion of the review period, the Planning Department will summarize the recommendations of the reviewing departments and agencies and provide the applicant with such comments.
3. If the proposed Temporary Use Permit plan is in conformance, it will be approved administratively.
4. If necessary, Planning staff will coordinate a meeting between staff and the applicant for purposes of clarifying outstanding issues resulting from the plan review and reach consensus on issues prior to approval.
5. If recommended changes, additions or revisions are necessary, revised prints shall be submitted and distributed to the affected departments or agencies as with the original submittal.

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THE FOLLOWING INSTRUCTIONS AND REQUIREMENTS WILL BE USED BY TOWN AGENCIES FOR REVIEW OF TEMPORARY USE PERMITS AND ARE PROVIDED AS A GUIDE FOR THE USE AND INFORMATION OF THOSE PREPARING SUCH PLANS. THE STATEMENTS CONTAINED HEREIN ARE BASED ON EXISTING ORDINANCES, POLICIES AND STANDARDS AND MAY BE SUBJECT TO CHANGE IF THESE BASIC REQUIREMENTS ARE MODIFIED. ALSO, SOME STATEMENTS MAY BE MODIFIED OR REINTERPRETED IN SPECIAL CASES. REQUEST FOR SUCH MODIFICATIONS OR INTERPRETATIONS SHOULD BE ADDRESSED TO THE PLANNING DIRECTOR OR THE SUBDIVISION ENGINEER, AS APPROPRIATE.

C. GENERAL INSTRUCTIONS

1. Plan must be drawn to a 1″ = 40′ scale on sheets measuring 24″ X 36″. Written approval must be obtained from the Planning Director prior to submittal in order to vary from the 1″ = 40′ scale.
2. Each sheet is to bear the seal and signature of the Registered Architect or Engineer who prepared the plan, with the firm name, addresses and telephone number shown on the cover sheet.
3. Show north arrow. Every effort should be made to have north oriented toward the top of the sheet. Some slight rotation may be made to accommodate long narrow parcels, convenient match line, etc., but in no case will the north arrow point downward. In the case of multiple sheets, the north orientation will be the same on all sheets.
4. In the upper right corner of the first sheet, provide a location map, drawn to a scale of three (3) inches equals one mile, with north oriented to the top of the sheet, which includes:
   - The subject property identified and centered within a one square mile area.
   - The adjacent conditions; subdivisions, unsubdivided land, schools, etc.
   - Major streets, rivers, railroads, national forests, reservations and city, town or other jurisdictional limits.
   - Brief legal description, i.e., "Portion of Section ___, T ___ S, R ___ E, G&SRB&M, Town of Marana, Pima County, Arizona."
   - Labeled section corners.
   - A north arrow and scale indicated.
5. In the lower right corner of each sheet, provide a title block, which includes the following:
   - Name of development.
   - When applicable: "Lot(s) ___ of _____ (Name of Subdivision), lots ____ through ___ and common areas 'A' through ___. Recorded in Bk. ____, Page ____."
   - Brief legal description, i.e., "Portion of Section ___, T ___ S, R ___ E, G&SRB&M, Town of Marana, Pima County, Arizona."
   - Scale.
   - Contour interval.
   - Preparation date (revised plans should show date of revision).
   - Related case file numbers (i.e. development plan, plat, etc.)

7. Uses of all proposed areas must be identified.
8. Topography – show existing contours.
9. Town limits must be shown where applicable.
10. Cover sheet to show owner's and/or developer's name, address and phone number.
11. If the plan map is shown on more than one sheet, provide a key map on the cover sheet, indicating the sub-area of each sheet.
12. Approval of the Temporary Use Permit shall become null and void in nine (9) months except when a one period is granted for good cause shown.

D. GENERAL NOTES TO INCLUDE

1. Gross area of site (in square feet and acres).
2. Existing zoning.
3. Parking Calculations.
4. All signs shall be submitted under separate permit.
5. Basis of bearings, including origin bearing.
6. Elevation datum, including identification and elevation of bench mark used.

E. ADDITIONAL REQUIREMENTS

1. **APPLICATION** - Print or type the information requested on the application form. The completed application is filed with the Planning Department and must be accompanied by the required fee and all required supporting materials.

2. **SITE PLAN** - Show existing uses, structures, proposed temporary uses and structures, including areas of outdoor activities and adjacent land uses. The site plan should also contain the following at a minimum:
   - Dimensions of; structures to include ADA ramp, parking stalls, setbacks, property lines, entrance width, onsite driving isle, walls, generator fence, and any other features used onsite.
   - One (1) paved van accessible ADA parking stall with loading and unloading isle. There should also be a paved or hard surface access to the ADA ramp to access the building.
   - One ADA accessible portable bathroom facility if an ADA restroom is not provided within the primary structure.
   - Parking stalls w/ wheel stops.
   - All weather access must be provided to the entrance of the site as well as to the parking area.
   - All weather surface for parking area, which can include crushed rock. Please provide the size, type, and depth of this feature.

- Sight visibility triangles (if applicable).
- Location of address numbers on the temporary primary structure.
- Landscaping. Please provide at a minimum the following with the use of trees; screening of the external portable bathroom. Please keep in mind that all trees will need to be removed.
- Adjacent streets, roads, and rights of way. Please provide dimensions.
- Refer to the attached site plan sample for general plan content.

3. **PROOF OF OWNERSHIP -** If the applicant is not the owner of the property, the name and address of the owner shall be supplied along with authorization that the applicant is the agent of the owner and may apply for the Temporary Use Permit.

4. **FILING FEE -** Non-refundable, paid when the application is submitted with **cash or check only, made out to Town of Marana**. Currently the fee for a Temporary Use Permit is $350.00.

5. **EXTERNAL APPROVALS –** NW Fire District and/or the Arizona State Office of Manufactured Housing will be required for all proposed uses that will serve the public from any temporary manufactured building. After the initial review of the submitted documents planning staff will advise the applicant on which approvals are needed. DO NOT GET APPROVAL PRIOR TO STAFF REVIEW.

6. Any other documents determined necessary by the Planning Department to assist in evaluating the request. This may include floor plans elevations, topographic maps, etc.

F. PLANNING DEPARTMENT RESPONSIBILITIES

Temporary Use Permits are issued administratively by the Planning Department. The application will be reviewed for completeness and a determination will be made by staff whether the request meets the criteria for approval specified in the Development Code.
Staff may approve the permit or approve it conditionally, noting any conditions and time limits on the application. The applicant shall cease the use and remove any temporary structures upon the termination of the Temporary Use Permit

NOTE: The approval of a Temporary Use Permit by the Planning Department shall in no way waive or defer any requirements of the Building Department or Fire Marshall in respect to obtaining building permits or inspections for proposed structures, electrical, plumbing, mechanical, fire or other conditions proposed on the property, if necessary. Please verify specific requirements with the Marana Building Department prior to application submittal.

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G. CRITERIA FOR ISSUANCE OF A TEMPORARY USE PERMIT

NOTE: In order to grant a temporary use permit, stated in Section 09-01-04 of the Development Code, the following findings must be made:

1. That the need for the temporary use or structure has arisen from circumstances constituting a substantial hardship, including but not limited to a natural disaster, fire or governmental action, or construction or development of a permanent structure.
2. That the setback structure will not violate any applicable yard setbacks.
3. That any temporary use permitted must be capable of being removed within fifteen (15) days' notice if the temporary permit is revoked.
4. That the temporary use shall not be granted for more than nine (9) months except that up to an additional one-year period may be granted for good cause shown.
5. That a mutual consent agreement between the Town and the applicant be signed and guaranteed by cash or a bond acceptable to the Town Attorney in an amount set by the Town Council to guarantee termination of the temporary use and performance of the provisions of the mutual consent agreement.

The Town may approve an application with such conditions, modifications and restrictions as the Town Council finds necessary to make the temporary use more compatible with the surrounding neighbors and to carry out the plans and policies of the Town. (Ord. 91.15, 7/91)

H. ADDITIONAL REQUIREMENTS FOR PUBLIC & PRIVATE IMPROVEMENTS

Applicants for any type of development projects, including additions and interior/exterior remodels, and some proposals involving a change in land use, are advised that they may be required to install and/or modify on- and/or off-site public and private improvements. These improvements may include on-site structures, paving and landscaping, curb and gutter, and requirements to dedicated, improve and or modify streets and other public facilities off-site.

The necessity and extent of these requirements, if any, are generally not known until an application has been filed and routed for review to the various Town departments and outside agencies. Applicants are encouraged however, to contact the Town regarding the potential for and the general extent of these requirements at the earliest possible stage of the projects consideration. The Town departments normally involved with such requirements are Planning, Building, and Subdivision Engineering. Also, NW Fire District and the Arizona State Office of Manufactured Housing are additional external agencies that may require improvements in addition to Town requirements.

For major projects, it is often helpful to schedule an initial meeting with the appropriate Town staff to review issues and discuss possible requirements prior to formal submittal.

PLEASE KEEP THIS DOCUMENT FOR FUTURE REFERENCE. IT IS NOT NECESSARY TO INCLUDE IT WITH THE SUBMITTAL.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE TOWN OF MARANA PLANNING DEPARTMENT AT (520) 382-2600. ALL PLANNING-RELATED FAXES MAY BE SENT TO: (520) 297-3792

TOWN OF MARANA
BUILDING SERVICES DEPARTMENT
11555 W Civic Center Drive Bldg A2
MARANA, ARIZONA 85653-7003
TEMPORARY USE PERMIT APPLICATION

PERMIT NUMBERS:
Planning: TUP-
CRW:
Building: B

JOB ADDRESS	VALUATION
USE OF PERMIT	ASSESSOR'S PARCEL NO.
	SUB-DIVISION / LOT NO.
	ZONE
OWNER OF PROPERTY:	EXISTING USE OF PROPERTY
OWNER'S ADDRESS:	DATES OF EVENT
CITY/ZIP: PHONE NO.:	SETUP DATES
APPLICANT / TENANT:	TEAR DOWN DATES
ADDRESS:	PERMIT EXPIRATION DATE
CITY/ZIP:	☐ SITE PLAN
PHONE NO.: FAX NO.:	☐ BUILDING PLAN(S)
CONTACT PERSON EMAIL	☐ SPECIFICATIONS
CONTRACTOR:	☐ STRUCTURAL CALCS
ADDRESS:	☐ DETAIL SHEET(S)
CITY/ZIP:	☐ IMPROVEMENT(S)
PHONE NO.: FAX NO.:	☐ STATE APPROVAL
CONTRACTOR'S LICENSE NO. PRIVILEGE TAX LICENSE NO.	☐ NW FIRE APPROVAL
	☐ HEALTH DEPT.

Application is hereby made to the Building Official for permit subject to the conditions and restrictions set forth on his/her application.

I hereby certify that I have read and examined this permit application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other Federal, State, County, or Town laws regulating construction or the performance.

Signature and Printed Name of Authorized Applicant _____ Date _____

DATE RECEIVED:

TEMPORARY USE PERMIT APPLICATION - SUPPLEMENTAL SHEET

This form must be completed by the applicant prior to submittal.

Type of Project: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other (explain)

Project Location: _____

Project Area: _____ sq. ft. & _____ Acres

Describe number and size of tents, booths, seating, etc. (As specific as possible): _____

_____

_____

_____

NON-RESIDENTIAL:

Hours of Operation: _____ a.m. to _____ p.m. _____ Thru _____

Number of Shifts: _____ Employees/Shift: _____ Total Employees: _____

Total number of participants: _____

Building Coverage: _____% Landscaping: _____% of the site

SPECIAL CONDITIONS:

_____

_____

_____

_____

_____

_____

NOTE - IF ANY SIGNS ARE GOING TO BE USED ONSITE PLEASE FILL OUT APPROPRIATE SIGN PERMIT APPLICATION FORM AND SUBMIT IT IN ADDITION TO THIS APPLICATION.

FOR PLANNING DEPARTMENT STAFF USE ONLY

Case Number: **TUP-**

Receipt Number: _____

Date Filed: _____

Fee Submitted: _____

Received By: _____

Effective Date: _____

Expiration Date: _____

LIST ANY APPLICABLE ASSOCIATED CASES

	CASE NO.	**FILE NAME/PROCESS**
1.		
2.		
3.		
4.		
5.		

Notes:

_____

_____

_____

Planning Department Approval Date

Building Department Approval Date

Northwest Fire Department Approval Date

Engineering Department Approval Date