



Permit # _____ - _____

APPLICATION FORM FOR TEMPORARY USE PERMIT FOR:

- SALES OFFICE IN TRAILER (six month maximum while model home being built) _____
- SALES OFFICE IN MODULAR BUILDING/SALES TRAILER (two years with possible two year extension) _____
- MODEL HOME WITH SALES OFFICE (two years with possible two-year extension) _____
- MODEL HOME ONLY (two years with possible two year extension) _____

NOTE: Contractor's Office/Construction Trailers do not require zoning approval but must be maintained in satisfactory condition.

Applicant: _____ Telephone _____ Fax _____

Address: _____ Zip Code _____ E-mail _____

Owner: _____ Telephone _____

Address: _____ Zip Code _____

Premises Involved:

Address of Temporary Use _____

Existing Zone _____ Acreage _____

Tax Schedule No(s). _____
(This can be obtained from the El Paso County Tax Assessor located at 1675 Garden of the Gods Road, #2300; phone: (719) 520-6600 or at their web site <http://www.co.el-paso.co.us/assessor>)

Development Plan (if applicable) Name _____ File # _____

Direction from nearest street intersection _____

Describe signage to be used in conjunction with the proposed Temporary Use _____

Free Standing Signs: _____

Off-Site: _____

Wall or Low Profile Signs: _____

Original Permit Period: From: _____ To: _____

Renewal Permit Period: From: _____ To: _____
(If applicable)

PRE-APPLICATION CONFERENCE:

A pre-application conference with the planning staff is not mandatory for this application, however, if you would like a pre-application meeting, please call 385-5982 and one will be scheduled for you.

PUBLIC NOTICE:

No public notice is required for a sales office in a trailer permitted for six (6) months maximum. However, public notice is required for any sales office or model home permitted for two (2) years. The applicant will be required to supply a list of all adjacent property owners and neighborhood association together with a stamped and addressed envelope to each of the property owners and association at the time of application submittal. The form for the list of adjacent property owners is included within this packet on a separate page. The adjacent property owners are defined as someone living directly behind the subject property, across from the subject property and on either side of the subject property. If these property owners are not known to the applicant, they can be obtained from

the El Paso County Tax Assessor who is located at 1675 Garden of the Gods Road, #2300; phone: (719) 520-6600 or at their web site, <http://www.land.elpasoco.com>.

FEES:

An application review fee will be required to accompany this application (checks to made payable to: **City of Colorado Springs**). The fee schedule is as follows:

Temporary Use Permit	\$100
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APPLICATION REQUIREMENTS:

SUBMITTAL REQUIREMENTS:

This application should be submitted to the Development Review Enterprise, 2880 International Circle, #200-7, Colorado Springs, CO 80910
An application must be completed in full and accompanied by the following information:

APPLICANT

PLANNER

- | | | |
|-------|---|-------|
| _____ | 1. One (1) copy of a statement identifying the following: | _____ |
| | <ul style="list-style-type: none"> • A clear DESCRIPTION of the proposed temporary use. • A JUSTIFICATION based on the review criteria why the proposed temporary use should be approved. | _____ |
| _____ | 2. Submit a LEGAL DESCRIPTION of the proposed project in the following space or on a separate sheet of paper. Subdivision names must be as shown on the recorded plat and include the Book and Page or Reception Number. Any exceptions must be completely written out in metes and bounds. Easements not on the parcel should not be included. | _____ |
| _____ | | |
| _____ | | |
| _____ | 3. A VICINITY MAP (does not have to be drawn to scale). The vicinity map should show the proposed site outlined with the existing adjacent streets within the neighborhood. | _____ |
| _____ | 4. Provide AUTHORIZATION from the property owner, which authorizes the submittal of the application (if submitted by someone other than the owner), and which indicates who is to receive all correspondence regarding the processing of this application (complete <i>Owner Authorization For Submittal & Correspondence</i> section below). | _____ |
| | 5. City Planning may require other ADDITIONAL INFORMATION for this application as needed. | |

TEMPORARY USE SITE PLAN CONTENT REQUIREMENTS:

APPLICANT

PLANNER

_____	The applicant is required to submit three (3) copies of a complete SITE PLAN .	_____
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SITE PLAN CONTENT REQUIREMENTS

Please complete the following checklist by checking all appropriate categories under APPLICANT column, indicating compliance with these content requirements. All submitted plans shall contain the following information:

APPLICANT

PLANNER

- | | | |
|-------|---|-------|
| _____ | 1. Indication of the scale (e.g. 1" = 20') and a bar scale. | _____ |
| _____ | 2. North arrow. | _____ |
| _____ | 3. Legal description of the property(s) being used. | _____ |
| _____ | 4. Property address. | _____ |
| _____ | 5. Property lines and dimensions. | _____ |

- _____ 6. Location, type, dimensions and setbacks of proposed Temporary Use(s) structures. _____
- _____ 7. Location, dimensions and setbacks of all existing structures and fences. _____
- _____ 8. Location and surface treatment of parking area, aisles or driveways. _____
- _____ 9. Location, number and size of proposed parking spaces provided for Temporary Use. _____
- _____ 10. Location, number and size of parking spaces provided for the existing use(s). _____
- _____ 11. Location, type, dimension and size of existing and/or proposed signs. _____
- _____ 12. Landscaping Plan (Modular Buildings ONLY). _____
- _____ 13. Elevation drawings (Modular Buildings ONLY). _____
- _____ 14. Address and phone number of applicant/owner. _____

OWNER AUTHORIZATION FOR SUBMITTAL & CORRESPONDENCE

**Not required if property owner is also the applicant*

I hereby authorize _____ to file this application to the City of Colorado Springs Planning Department for processing.

If the following box is not checked, all City Planning correspondence will go to the applicant:

I wish to receive copies of all City Planning correspondence regarding the processing of this application.

Signature of Owner

Date

FORMAL REVIEW TIME PERIOD:

The administrative review procedure will take a minimum of **two to five (2-5) days**.

FINAL DISPOSITION:

APPROVAL:

After completion of the temporary use review, the reviewing planning staff member will return one (1) copy of the approved site plan to the applicant/owner.

DENIAL:

If this application is denied, the planning staff member will provide written notification to the applicant/owner that will clearly specify all of the reasons for denial.

APPEALS:

The administrative decision of the planning staff member to approve or deny an application for a Temporary Use may be appealed to the Planning Commission within ten (10) days from the date of the administrative decision. The appeal must be in writing and specify briefly the grounds for the appeal. If a perfected appeal is filed within this ten (10) day period, the administrative decision to approve or deny will be suspended until the appeal process is finalized. In the case of an appeal, any building permit approval granted by City Planning based upon the approval of a Temporary Use will also be suspended until the appeal process is finalized.

TEMPORARY USE REVIEW CRITERIA:

Applications for a Real Estate/Builder Office Temporary Use must meet all of the criteria listed in the Zoning Code before the application can be approved by City Planning. These criteria are as follows:

A Temporary Use Permit is a mechanism by which the City may allow a use to locate within the City on a short term basis and by which it may allow seasonal or transient uses not otherwise allowed. It shall be unlawful for any person to conduct or establish any Temporary Use until a Temporary Use Permit has been approved by City Planning. City Planning may approve or modify and approve an application for a Temporary Use Permit if the following criteria, specific regulations and time limitations are met:

1. The allowance of such use will not be detrimental to the public health, safety and general welfare, and the use is compatible with the purpose and intent of this Zoning Code and in the specific zoning district in which it will be located.
2. The use is compatible in intensity, characteristics and appearance with existing land uses in the immediate vicinity of the proposed location, and the use, value and qualities of the neighborhood surrounding the proposed location will not be adversely affected by the use or activities with it. Factors such as location, access, traffic generation, noise, light, dust control and hours of operation will all be considered.
3. Temporary uses are allowed in any zone district unless they are specifically limited.
4. The use shall not be on publicly owned property unless the applicant first obtains approval of a revocable permit authorizing such use.

5. Adequate off-street parking is provided to serve the use. The use does not displace the required off-street parking spaces or loading areas of the principal permitted uses on the site.

Temporary Real Estate Sales Offices and/or a business office for the builder, may be located within Modular Buildings or Model Homes in accordance with the following criteria:

- a. Real Estate Office Within Model Homes: A temporary real estate sales office, and/or business office for the builder, may be located within a model home for the purpose of marketing lots or homes within a specific development.
 - Time Frame: This use shall be limited to two (2) years, with an optional two (2) year extension.
 - Temporary use permit approval from City zoning is required.
 - A building permit is required for the model home.
 - Parking:
 - A gravel or paved parking area, sufficient in size to accommodate one off street parking space for each four hundred (400) square feet of office gross floor area must be provided.
 - On street parking shall be restricted to the frontage of the subject lot or adjacent lots owned by the builder.
 - Employees: A maximum of four (4) full time employees may work out of the model home at any one time
 - Public Notification: Written notice of the proposed facility shall be provided to the surrounding residents, property owners' and neighborhood association (if applicable) in accord with the City's standard public notification policy. The City shall consider the public comments in making a determination to approve or deny the permit application. Said notice shall be given in conjunction with the original application as well as for any subsequent extension request.
 - Removal: The real estate office shall be removed from the model home at the expiration of the permit
- b. Real Estate Office Within Modular Building/Sales Trailer: A temporary real estate sales office, and/or business office for the builder, may be located within a modular building or sales trailer, on any lot within the boundaries of the development, for the purpose of marketing lots or homes within a specific development. These facilities will fall into one of two (2) types: a short term facility to be used while the model home is under construction or a longer term facility to be used in lieu of a model home. The following criteria shall apply to these facilities:
 - Short Term Facility:
 - Time Frame: Allowed for a maximum of six (6) months.
 - Temporary use permit approval from the Community Development Department is required prior to putting the facility in place. Said permit cannot be issued until the building permit for the model home has been applied for.
 - Proposed locations within the hillside area overlay zone will be reviewed in accord with the hillside area overlay zone review criteria for building permits.
 - A building permit for a temporary building is required to be obtained from Regional Building.
 - Removal: The temporary sales trailer shall be removed from the site at the expiration of the permit.
 - Long Term Facility:
 - Time Frame: Two (2) years, with an optional two (2) year extension.
 - Temporary use permit approval from the Community Development Department is required prior to putting the facility in place.
 - Proposed locations within the hillside area overlay zone will be reviewed in accord with the hillside area overlay zone review criteria for building permits.
 - A building permit for a temporary building is required to be obtained from Regional Building.
 - Public Notification: Written notice of the proposed facility shall be provided to the surrounding residents, property owners' and neighborhood association (if applicable) in accord with the City's standard public notification policy. The City shall consider the public comments in making a determination to approve or deny the permit application. Said notice shall be given in conjunction with the original application as well as for any subsequent extension request.
 - Appearance:
 - The facility shall be entirely skirted to screen the tires and frame.
 - The exterior materials and colors will be compatible with the surroundings and shall be maintained in an aesthetic manner. Maintenance and appearance deficiencies, as identified by the Manager, shall be corrected within thirty (30) days of notice.
 - Entry decking and access ramps are required and shall meet all Building Code provisions.
 - A landscape plan must be submitted for review and approval in conjunction with the temporary use permit. Water conserving landscaping is encouraged along with planters, flower boxes, potted plantings, etc.
 - Utilities: The facility shall be connected to water, wastewater and electric utilities.
 - Parking:
 - A gravel or paved parking area, sufficient in size to accommodate one off street parking space for each four hundred (400) square feet of gross office floor area must be provided.
 - On street parking shall be restricted to the frontage of the subject lot or adjacent lots owned by the builder.
 - Employees: A maximum of four (4) full time employees may work out of the sales office at any one time.
 - Removal: The temporary sales trailer shall be removed from the site at the expiration of the permit.
 - Signage: Each model home or long term sales facility is allocated the following signage:

- One freestanding sign advertising the existence or location of the model home or sales facility not to exceed thirty two (32) square feet. Said sign must be placed within the boundaries of the subdivision in which the model home or sales facility is located and may be placed upon private property, with the property owner's permission, or within the public right of way, in conjunction with an approved revocable permit. In cases where there are multiple model homes or sales facilities being operated out of the same subdivision, the use of a consolidated directory type of sign is encouraged.
- Two (2) off site traffic directional signs, not to exceed four (4) square feet in area. Said signs may be placed within the public right of way in accord with an approved revocable permit, or on a private lot with the permission of the property owner.
- One wall or low profile sign not to exceed six (6) square feet; said sign to be located on the sales lot.
- All signs are to be removed with the expiration of the temporary use permit.

Conditions of Approval:

In the allowance of such use, City Planning or upon appeal, Planning Commission or City Council shall have authority to require such reasonable conditions as necessary to protect the public health, safety and general welfare and to ensure that the use, value and qualities of the neighborhood surrounding the proposed location will not be adversely affected.

CITY INTAKE:

Fee Receipt # _____	Date Application Accepted _____
Site Plans (3) _____	Authorization _____
Project Statement _____	Legal Description _____
Vicinity Map _____	PIC _____

OFFICIAL CITY PLANNING DISTRIBUTION USE ONLY:

Neighborhood Representative _____

CITY PLANNING APPROVAL/DENIAL:

Inspector _____	Date Received _____
Approved: _____	Denied: _____
Approval Date: _____	Denial Date: _____
Conditions/Reasons: _____	

DO NOT REMOVE THIS PAGE – IT MUST BE KEPT WITH THE ORIGINAL APPLICATION FORM!

The City of Colorado Springs-Planning Group is committed to ensuring that all of our services are accessible to those with disabilities. We encourage participation by all individuals. If you have a disability, advance notification of any special needs will help us better serve you. Please call Planning & Development at 385-5905 to request any special service that you may require. A one (1) week advance notice to allow us to accommodate your request is appreciated.

