



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Temporary Use Permit Application Requirements

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This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403: *All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.*

Please submit via the Planning Department's [online submittal system](#).

Submittal Checklist

General Requirements

- One (1) copy of a statement identifying the following:
 - A clear description of the proposed temporary use.
 - A justification based on the review criteria why the proposed temporary use should be approved.
- Description of any signage to be utilized.
- For model homes and sales office only:
 - Project date range
 - Number of employees
 - Provide parking spaces and location
- Submit a legal description of the proposed project in the following space or on a separate sheet of paper.
- A vicinity map to show the proposed site outlined with the existing adjacent streets within the neighborhood.
- A site plan must be submitted providing the contents set forth below showing the location of the proposed temporary use.
- [General Applicant and Owner Acknowledgement Form](#)

Plan Content Requirements

Overall Page Layout

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

- Indication of the scale (e.g. 1" = 20') and a bar scale.
- North arrow
- Legal description of the property(s) being used.
- Property address.
- Type of temporary use.
- Project date range



COLORADO SPRINGS PLANNING

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- Property lines and dimensions.

- Location, type, dimensions and setbacks of proposed Temporary Use(s) structures.

- Location, dimensions and setbacks of all existing structures and fences.

- Location and surface treatment of parking area, aisles or driveways.

- Location, number and size of proposed parking spaces provided for Temporary Use.

- Location, number and size of parking spaces provided for the existing use(s).

- Location, type, dimension and size of existing and/or proposed signs.

- Landscaping Plan (Modular Buildings ONLY).

- Elevation drawings (Modular Buildings ONLY).

- Address and phone number of applicant/owner.

Review Criteria

7.5.511.C Temporary Use Permit

1. Manager's Decision

The Manager shall review the Temporary Use Permit application and within three (3) business days after the determination of application completeness shall approve, approve with conditions, or deny the application based on its compliance with the standards applicable to temporary uses generally in Section 7.3.305 (Temporary Uses), any use-specific standards applicable to that particular temporary use, and the following criteria:

- a. The use will not be determinantal to the public health, safety, and general welfare, and is compatible with the purpose and intent of this UDC and the zone district in which it will be located;
- b. 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
- c. control, and hours of operation shall all be considered;
- d. The use is not on City-owned property unless the applicant first obtains approval of a revocable permit under Part 3.2.2 of the City Code authorizing such use;
- e. Display of merchandise for sale need not comply with the yard and setback requirements of this UDC provided that no merchandise shall be displayed within thirty (30) feet of the intersection of the curb line of any two (2) streets or within the required landscaped setback area;
- f. Adequate off-street parking meeting the standards in Part 7.4.10 (Parking and Loading) is provided to serve the use, and the use does not displace the required off-street parking spaces or loading areas of any principal permitted uses on the site; and
- g. A sales tax license is obtained from the City's sales tax office for a temporary use involving the sale of tangible personal property or taxable services