



Temporary Use Permit Number \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FORM FOR TEMPORARY USE PERMIT:**

SALES OFFICE IN TRAILER (six month maximum while model home is under construction) \_\_\_\_\_

SALES OFFICE IN MODULAR BUILDING/SALES TRAILER (two years with optional two-year extension) \_\_\_\_\_

MODEL HOME WITH SALES OFFICE (two years with optional two-year extension) \_\_\_\_\_

MODEL HOME ONLY (two years with optional two-year extension) \_\_\_\_\_

Note: Contractor's office/construction trailers do not require Zoning approval but must be maintained in satisfactory condition.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_  Check here if you would like

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ the TU Permit emailed to you.

Premises Involved:

Address of Temporary Use: \_\_\_\_\_

Existing Zone: \_\_\_\_\_ Acreage: \_\_\_\_\_

Tax Schedule No(s) \_\_\_\_\_

(Tax schedule numbers are available at the El Paso County Tax Assessor located at 1675 W. Garden of the Gods Rd. (719) 520-6600  
[www.co.el-paso.co.us/assessor](http://www.co.el-paso.co.us/assessor).)

Development Plan (if applicable): Name: \_\_\_\_\_ File #: \_\_\_\_\_

Direction from nearest street intersection: \_\_\_\_\_

Original Permit Period – From: \_\_\_\_\_ To: \_\_\_\_\_

Renewal Permit Period – From: \_\_\_\_\_ To: \_\_\_\_\_

Regional Building Department building permit #: \_\_\_\_\_

**SIGNAGE:**

Each model home or long-term sales facility is allocated the following signage in accordance with City Code 7.5.1403:

One freestanding sign not to exceed 32 SF placed within the boundaries of the subdivision.

Two off-site traffic directional signs not to exceed 4 SF with the property-owner's permission or with a Revocable Permit if within a City right-of-way.

One wall or low-profile sign not to exceed 6 SF located on the sales lot.

Note: All signs are to be removed with the expiration of the Temporary Use Permit.

Describe proposed signage: \_\_\_\_\_

**PRE-APPLICATION CONFERENCE:**

A pre-application conference with Planning staff is not mandatory with this application, however, if you would like to meet with a Planner, please call (719) 385-5982.

**PUBLIC NOTICE:**

Public notice (i.e. posting and surrounding property mailings) in conjunction with the administrative review of this application is at the discretion of the Development Review Enterprise Division.

**FEES:**

An application review fee is required to accompany this application (checks are made payable to: City of Colorado Springs).

Temporary Use Permit Fee	\$80
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**APPLICATION REQUIREMENTS**

Applications should be submitted to Development Review Enterprise Division at 2880 International Circle, Suite 200-7.

Include the following information:

- 1. Site Plan – one copy of a site plan, preferably the plan approved with the building permit. Site plans shall contain the following information:

Applicant

- \_\_\_\_\_ 1. Scale (1" = 20') and a bar scale.
- \_\_\_\_\_ 2. Property address and legal description.
- \_\_\_\_\_ 3. Location, number and size of parking spaces provided for the proposed Temporary Use.
- \_\_\_\_\_ 4. Applicant's address and phone number.

- 2. Owner Authorization – not required if the property owner is also the applicant.

**OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES**

The signature(s) below hereby certify that I (we) have familiarized myself (ourselves) with the rules and regulations with respect to this application. I (we) further certify that the statements contained herein and the information on the attached site plan are in all respects true and accurate to the best of my (our) knowledge.

\_\_\_\_\_ Date \_\_\_\_\_  
 Property Owner's Signature and Consent      Applicant's Signature      Date

**FORMAL REVIEW TIME PERIOD**

The administrative review procedure will take up to five (5) days to complete, unless no approved Development Plan exists, in which case the review will take up to 14 days.

**FINAL DISPOSITION**

**Approval:** After completion of the review, the reviewing staff member will provide a copy of the temporary use permit to the applicant.

**Denial:** If the application is denied, the planning staff member will provide written notification to the applicant 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 City 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.

**TEMPORARY USE REVIEW CRITERIA**

Applications for a Temporary Use must meet all of the requirements of Part 14 of Article 5 of Chapter 7 of the City Code.

**OFFICIAL CITY USE ONLY**

Fee Receipt #: \_\_\_\_\_ Date Application Accepted: \_\_\_\_\_  
 Site Plan: \_\_\_\_\_ Authorization: \_\_\_\_\_

**CITY APPROVAL/DENIAL**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
 Approval Date: \_\_\_\_\_ Denial Date: \_\_\_\_\_  
 Conditions/Reasons: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*The City of Colorado Springs – Planning and Development Department 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 the Development Review Enterprise at (719) 385-5982 to request any special service that you may require. A one (1) week advance notice to allow us to accommodate your request is appreciated.*