



Temporary Use Permit Application

Fees
Minor Use: \$25/\$50
Major Use: \$100

Date(s) of Event:	Location (address) of Event:
Start/End Times of Event:	Name of Event:
Associated Storefront:	Description of Event:

Business Name: _____ Phone: _____

Contact Name: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Required Submittal Materials for Event Review

- Project narrative (reverse side of application or separate attachment) detailing the following:
 1. Brief description of event
 2. Security details that will be in place for the event (if applicable)
 3. Description of how the site will be cleaned
 4. Description of how water and sewer will be used (restrooms)
 5. Description of any special lighting, sound amplification or noise (including music associated with the use)
- Accurate site plan drawn to scale, including dimensions, showing existing and proposed (permanent or temporary):
 1. Buildings, structures, walls, partitions, etc.
 2. Parking (show location and quantity)
 3. Vehicle ingress and egress location
 4. Site infrastructure (i.e., streets, water lines, easements, etc.) if applicable
 5. Restroom facilities
 6. Directional arrow (North arrow)
 7. Fire exits and smoke detection devices (if applicable)
- Signage
 1. Size and dimensions
 2. Location
 3. Picture, drawing or rendering
- Letter from property owner granting permission to use the site
- Letter authorizing use of associated storefront's temporary use allowance
- Fee

FOR OFFICE USE ONLY

Planner	Date
Amount Charged: \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card

Narrative: _____

Examples of Minor Uses (\$25*)	Examples of Major Uses (\$100)	Examples of Exempt Events (fee waived)
<ul style="list-style-type: none"> • Sunglasses sales • Peddler/hot dog stands (if downtown, special downtown vendors' permit required) • Uses that are determined to generate low traffic volumes <p>*If event runs three days to one week, fee is \$50</p>	<ul style="list-style-type: none"> • Private concert (indoor or outdoor) • Automotive sale • Tent revivals/meetings • Carnival/fair/circus • Farmers market (not city related) • Christmas tree sales • Any temporary use that is determined to generate high traffic volumes • Most uses longer than one week 	<ul style="list-style-type: none"> • Ground breaking ceremonies • Public concerts/events in the park (requires a park permit from Parks Dept.) • Parades (requires a parade permit from Police Dept.) • Outdoor/temporary vendor (requires vendor license from Finance Dept.) • Events located at Island Grove Regional Park • Grand opening events (only exempt if grand opening does not include minor/major use characteristics)

Note: Additional criteria apply to the following types of temporary uses, see Section 18.52.040 of the Development Code for details. https://www.municode.com/library/co/greeley/codes/municipal_code?nodeId=TIT18DECO

- Seasonal sales events (Christmas trees, pumpkins, plants)
- Temporary concrete or asphalt batch plant
- Temporary construction or sales office
- Outdoor markets for sale of produce, plants, handcrafts
- Outdoor flea markets
- Outdoor carnivals, circuses, traveling shows, exhibitions, festivals or fairs
- Garage sales