



Temporary uses may be permitted through a temporary use permit in lieu of a site plan review. The general process and procedure of a temporary use permit is as follows:

- The Temporary Use Permit shall be submitted by the landowner, or an agent of the landowner at least:
 - Thirty (30) days prior to the desired issue date if City Council approval is required; OR
 - Fourteen (14) days prior to the desired issue date if no City Council approval is required.
- The Community Development Department shall review the request, sending the application to any applicable referral agencies for a review period not to exceed seven (7) days.
- Within fourteen (14) days of submittal, the Director shall make a decision to approve or deny the temporary use permit based on compliance with applicable standards and review criteria or submit a recommendation to approve or deny the permit to City Council. The temporary use permit may be conditioned to improve compatibility.
- A Temporary Use Permit is good for 90 consecutive or intermittent days per calendar year. The Director may extend the permit one time for up to an additional thirty (30) days only for circumstances not foreseeable at the time of the original permit and provided no problems have arisen under the original permit.

Temporary uses shall be limited to the following:

Circle the requested temporary use type in the table below.

1. Christmas tree lot	2. Agricultural product sales	3. Fireworks stand	4. Carnival, circus, or similar festival
5. Open air market, flea market, or farmers market, subject to additional requirements & City Council Approval		6. Promotional event on the same site as the principal use and no greater than 2,000 square feet in area	7. Combative sporting or boxing event

- *Garage sales do not require a Temporary Use Permit so long as they are operated by the owner or resident of the property, the goods being sold are not acquired specifically for resale, and they are limited to 3 days, not more than 2 times per year.*
- *Mobile food vendors are not considered temporary uses. See [Mobile Food Vendor Application](#).*

Submittal Items

- Copy of current property deed
- Business incorporation or organization documentation naming authorized agent, if applicable
- Conceptual site plan showing layout of the temporary use or event
- Fire or Health Department approvals, as applicable.
- Application fee: \$50; OR
- Application fee for open-air markets: \$100

Applicant Information

Applicant: _____

Email: _____ Phone: _____

Property Owner: _____

Email: _____ Phone: _____

Mailing Address: _____

Event Name: _____

Event Address: _____

Temporary Use Permit Questionnaire

Please answer the following questions.

1. Describe the Temporary Use, summarizing on-site activities, operations, performances, exhibitions and sales.

2. Describe any improvements or features of temporary use, such as existing or proposed structures, signage, displays, supplies, wastes, equipment and materials. Detail the utility needs for any improvements, as applicable.

3. State the temporary use start and end date. (No temporary use may exceed 90 consecutive or 90 intermittent days, within a calendar year.) Detail the hours of operation and expected peak times of operation.

4. Describe expected traffic patterns, site security, temporary fencing, parking plan, vehicular circulation, emergency access and emergency staging. Describe the extent of the grounds, gathering places, and storage areas.

5. Describe any potential nuisance conditions, such as noise, odor, light, vibration, etc. and plans for mitigation.

6. Describe public services, such as handwashing units and portable toilets and any other needed features to protect public safety, health and welfare.

Temporary Use Permit Standards Acknowledgement

All temporary activities and any temporary structures shall meet the zone district setbacks, standards and the exceptions stated below.

Please **check each** of the following to acknowledge the temporary use permit standards.

- The temporary use will comply with zone district setbacks and standards.
- Parking requirements shall generally be met for the principal use and the temporary use, except that the Director may account for any existing and underutilized parking, the duration of the event, and any transportation management when considering the permit criteria.

I (We) hereby certify, under penalty of perjury and after carefully reading the entire contents of this application, that the information stated is true and correct to the best of my (our) knowledge. I (We) also acknowledge that I (we) are required to comply with all provisions of the Evans Municipal Code. I (We) may not operate in Evans until we have an approved temporary use permit.

Signature of Applicant

Date

Signature of Property Owner, if not the applicant

Date

Reference Section 18.02.050 of the Evans Municipal Code for Temporary Use regulations

Reference Section 18.02.030 of the Evans Municipal Code for Dimensional Limitations

https://library.municode.com/co/evans/codes/municipal_code

<https://www.evanscolorado.gov/>