



TEMPORARY USE PERMIT (TUP)

PROCESS GUIDE & APPLICATION

City of Buckeye
Development Services Department
530 East Monroe Avenue
Buckeye, Arizona 85326

Phone: 623.349.6211

Fax: 623.349.6222

www.buckeyeaz.gov

APPLICATION PROCEDURES TEMPORARY USE PERMIT (TUP)

Important Information:

- **The City of Buckeye now accepts all submittals/resubmittals and payments electronically. Please follow process on the Planning and Zoning Webpage. Resubmittals can be directed to your assigned planner rather than to the general submittal contact.**
- A TUP shall be valid for the time period stated on the approval letter unless otherwise authorized by the Development Code.
- TUPs for Fireworks shows will require a Fire Permit that is applied for under a separate application process. Please contact 623-349-6218 for permitting details.
- Temporary Uses are also subject to the City's licensing regulations. Prior to operation, please contact Business Licensing at 623-349-6165.
- Temporary Events on City property require a Special Events Permit through the Community Services Department. Please contact 623-349-6320 for additional details.
- The TUP fee is \$100 and was approved by City Council in the Development User Fee Schedule Effective July 1, 2018.

Per the 2010 Development Code Temporary Land Uses that require a TUP:

- Temporary Antennas
- Temporary Expansion or Replacement Facilities
- Temporary Sales/Leasing Office
- Temporary Retail Sales (i.e. temporary retail sales of Christmas trees, nursery products, agricultural produce, fireworks, road side stands, yard sales, etc.)
- Temporary Events (i.e. carnivals, festivals, rodeos, etc.) on private property

Temporary Land Uses that are exempt and do not require a TUP:

- Temporary Events including temporary uses utilizing City property. Note that temporary events will require a Special Event Permit through the Community Services Department and other structures will require a building permit through the Development Services Department.
- Up to seven, two-day garage or yard sales per dwelling unit per year
- Up to seven Temporary Car Washes per year
- Gatherings of less than 100 people between the hours of 8 a.m. to 9 p.m.

- Temporary Uses that occur within an enclosed permanent building

Temporary Use Permit Submittal Checklist

<u>REQUIRED MATERIALS</u>	Applicant Checklist	Staff Verification
Application completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
Project Description	<input type="checkbox"/>	<input type="checkbox"/>
Concept Layout Plan	<input type="checkbox"/>	<input type="checkbox"/>
Fee	<input type="checkbox"/>	<input type="checkbox"/>
Affidavit of Structures (if applicable).....	<input type="checkbox"/>	<input type="checkbox"/>

***Note: Per the Development User Fee Schedule, for events that consist of or include a firework show, a separate submittal (in addition to this one) will need to be made to the Building Safety Department. There will be additional fees based on the number of shells being released during the show. Please contact Billie Lou Haley at 623-349-6218 or bhaley@buckeyeaz.gov with any questions.**

Please note: This additional submittal and fees DOES NOT include firework sales, it only pertains to events where a firework show will take place.

Temporary Use	Affidavit Required? <small>(If No, apply for Permits*)</small>
Temporary Antennas	No
Temporary Expansion or Replacement Facilities	No
Temporary Sales/Leasing Office	No
Temporary Retail Sales	Yes
Temporary Events (Private Property)	Yes



City of Buckeye
Planning and Zoning
Project Application

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: _____ Planner: _____ Case No: _____

PROPERTY INFORMATION:

Project Name: _____ Associated Cases: _____
Project Address/Location: _____
Current Zoning District: _____ Parcel Number(s): _____ Quarter Section: _____
Request: _____

CASE TYPE:

- Other: _____
 Temporary Use Permit

**IMPORTANT
NOTE ABOUT
PROJECT
CONTACT:**

The property owner may designate an agent as the coordinator for the project. This person (the applicant) will receive any technical comments and decision letters and will communicate all case information to other parties as required. **All contact for this project will be made through the applicant listed below.**

CONTACT INFORMATION:

Applicant/Owner Authorized Agent Contact: _____
Company: _____
E-mail: _____ Phone: _____ Fax: _____
Address: _____ City: _____ State: _____ Zip: _____

OWNER INFORMATION:

Company: _____
E-mail: _____
Phone: _____ **Fax:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____

PROPERTY OWNER AUTHORIZATION

I (property owner) _____ authorize (owner's Agent) _____
To file this application on matters related to this request with the City of Buckeye. By signing this form as the property owner, I hereby agree to abide by any and all stipulations that may be assigned by the City of Buckeye as part of any approval of this request.

Owner Signature

Date

Development Services Department

530 East Monroe Ave, Buckeye AZ 85326 Phone 623.349.6211 Fax 623.349.6222



Affidavit of Structures

Date: _____

I, _____ (owner/authorized agent) have reviewed the Temporary Use Permit application located at _____ for the purpose of _____. I hereby certify that all structures will be erected and maintained subject to all applicable building safety and fire codes and manufacturer's specifications. I also certified that placement of all structures and any other detail of the property will be as illustrated and/or explained in the TUP application materials.

I further agree to release, hold harmless, defend, and indemnify the City of Buckeye from any liability involving this TUP should anyone be harmed or property damaged as a result of this approval.

Notwithstanding, I understand that permits and/or inspections may still be required for certain temporary uses as deemed appropriate by reviewing City Departments.

Owner's/Authorized Agent's signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: _____
Planner: _____
Case No: _____