



Temporary Use Permit

City of Federal Heights
2380 W. 90th Avenue
Federal Heights, CO 80260

Distribution Code: **BMISC** Application Fee: **\$100.00** Receipt #:

Payment Date:

Type of Permit:

Please Describe your Event or Temporary Use Below:

Event
or
Use:

Event Duration:

Maximum Duration: 3 months. Applications must be submitted 20 business days in advance of the event. Applications submitted with fewer than 20 business days are not guaranteed to be processed in time for the proposed event.

Start Date:

End Date:

Applicant Information:

*Name of Applicant:

*Phone Number:

email

*Street Address:

Site Information:

*Street Address:

*Name of Land Owner:

*Phone Number:



*Bathrooms, Waste and Sanitation:

REQUIRED

SHOW ON SITE PLAN

Describe access to bathrooms, hand-washing facilities, garbage, recycling and litter control at the site.

Describe &
Show on
Site Plan.



*Off-Street Parking:

REQUIRED

SHOW ON SITE PLAN

How many people are expected at the site and how do you plan to accommodate for the associated parking demand at the site? Include estimates of parking spaces needed for this temporary use and any parking spaces taken up by temporary structures.

Describe &
Show on
Site Plan.

*Required Field



Fire: None

SHOW ON SITE PLAN

Will there be any barbecues, grills, campfires, aerosols, compressed gasses, flammable or combustible liquids, fuels, oils, hazardous materials, fireworks, open burning, candles, torches, paints, or welding equipment at the site?

If yes,
Describe &
Show on
Site Plan.

Empty text box for describing fire-related items.



Structures: None

SHOW ON SITE PLAN

Will there be any stages, tents, shade shelters, inflatable structures, booths, tables or other temporary structures at the site?

If yes,
Describe &
Show on
Site Plan.

Empty text box for describing temporary structures.



Power: None

SHOW ON SITE PLAN

Will there be any generators, extension cords, electrical equipment or other power sources at the site?

If yes,
Describe &
Show on
Site Plan.

Empty text box for describing power sources.



Sales: None

Will there be any sales at the site? Additional permitting may be required. Please be specific about the types of items for sale and the purpose of the sales.

If yes,
Describe.

Empty text box for describing sales.



Signs & Advertising: None

SHOW ON SITE PLAN

Will there be any signs, flags, banners, balloons, sandwich boards, yard signs, or other advertising related to the event? Please describe all sign types, and sizes and map locations on the site plan.

If yes,
Describe &
Show on
Site Plan.



Food: None

SHOW ON SITE PLAN

Will there be any food being produced or distributed at the site? Tri-County Health Department will need to be aware of most food production events. Please attach copies of permits or exemption letters for all events involving food.

If yes,
Describe &
Show on
Site Plan.



Beer, Wine and Liquor: None

SHOW ON SITE PLAN

Will there be any alcohol at the site? Most outdoor events that involve alcohol require a Special Events Permit from the Liquor Licensing Authority. Check with the City Clerk to determine where permits are required. Please attach copies of Special Events Permit to this application.

If yes,
Describe &
Show on
Plan.



Music and Sound Equipment: None

SHOW ON SITE PLAN

Will there be any music or sound amplification equipment? Please list times of music or sound production planned for the event and be aware that noise complaints could result in police enforcement action regardless of permit.

If yes,
Describe &
Show on
Site Plan.



Ceremonies: None

SHOW ON SITE PLAN

Will there be any ceremonies, rites, or services such as weddings, memorials, patriotic displays, parades, fireworks, canons, demonstrations, balloon releases, rallies, or speeches at the site?

If yes,
Describe &
Show on
Site Plan.



Animals: None

SHOW ON SITE PLAN

Will there be any animals at the site? Most events that include animals will need a permit from Tri-County Health Department. Please provide a copy of that permit or exemption letter as needed.

Describe &
Show on
Site Plan.



Roadway Impacts: None

SHOW ON SITE PLAN

Will there be any impacts to traffic or roads? Please describe and map any proposed parade routes, temporary road closures, right-of-way usage, or on-street parking associated with this permit application.

If so,
Describe &
Show on
Site Plan.

Applicant and Property Owner Signatures:

The signature below certifies that I have reported the details and impacts of this temporary use fully and completely. I further certify that the statements contained herein and the information depicted on the attached site map are both true and accurate to the best of my knowledge. I also understand that all or portions of an approved temporary use permit may be revoked by City Officials based upon inaccurate reporting, complaints, operational conflicts or safety concerns.

Property Owner Signature:

_____ *Date:

Applicant Signature:

_____ *Date:

*Applications must be submitted to the City of Federal Heights a minimum of 20 business days in advance of the proposed temporary use. Applications submitted after this deadline are not guaranteed to be processed prior to the scheduled use/event.

Site Plan:

In the space provided below (or on separate sheets of paper) show the overall site layout for your proposed temporary use. Things to include: existing buildings, adjacent roadways, entrances, exits, location of parking available, number of parking spaces affected by this use, restroom facilities (if within building, state so), temporary structures, adjacent land uses, drive aisles, handicap parking, fire hydrants, signage locations and existing landscaping). Show distances between all structures and indicate sizes and heights of all temporary structures.

Review and Approvals:

This Page For City Use Only

Planning:

Approved Approved with Conditions Denied Review Not Required

Reviewer:

Date:

Building:

Approved Approved with Conditions Denied Review Not Required

Reviewer:

Date:

Fire Department:

Approved Approved with Conditions Denied Review Not Required

Reviewer:

Date:

Public Works:

Approved Approved with Conditions Denied Review Not Required

Reviewer:

Date:

Police:

Approved Approved with Conditions Denied Review Not Required

Reviewer:

Date:

City Clerk:

Approved Approved with Conditions Denied Review Not Required

Reviewer:

Date:

Conditions of Approval:

Issue Date:

Expiration Date: