

Town of Sahuarita
Planning & Building Department
 375 W. Sahuarita Center Way
 Sahuarita, Arizona 85629
 Phone: 520-822-8855 Fax: 520-822-8876



TEMPORARY USE APPLICATION

Job Address:		<p align="center">Check Attached Documents:</p> <p><input type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Proof of authorization from owner for use of property</p> <p><input type="checkbox"/> Letter of authorization for agent</p> <p><input type="checkbox"/> Legal description of property</p> <p><input type="checkbox"/> Narrative</p> <p><input type="checkbox"/> Fee: \$275</p>
Permit Use:		
Zoning:	Assessor's Parcel No.:	
Anticipated Dates of Operation (Maximum 1 year):		
Proposed Hours of Operation:		
Property Owner:		
Owner's Address:		
City, Zip Code:		
Phone #:		
Email Address:		
Applicant/Agent:		
Address:		
City/Zip Code:		
Phone #:		
Email address:		
<p>Application is hereby made to the Planning and Building Department for permit subject to the conditions and restrictions set forth on this application. I hereby certify that I have read and examined this permit application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other Federal, State, County, or Town laws regarding construction of the performance of construction.</p>		
Signature of Applicant/Agent:	Date:	

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TEMPORARY USE PERMIT REVIEW PROCEDURE

Temporary Use Permits (TUPs) are issued by the Board of Adjustment and allow uses that the Sahuarita Town Code does not otherwise permit in the property's zone. The Board may issue a TUP for not more than one year. With Board of Adjustment approval, the permit may be renewed for up to one additional year.

Application and Fees: The applicant must complete the attached form and return it to the Town of Sahuarita Planning and Building Department, along with the application fee and other required materials described below. Incomplete applications will be rejected.

The completed application form must be accompanied by the following:

1. Site Plan including:
 - The entire lot with proportionate dimensions, property lines, north arrow, and any adjacent streets or roadways.
 - Access (i.e. driveway) and parking
 - Location of any structures on the lot, including any fencing being used
 - Distances from property lines to structures
 - All measurements and dimensions should be scaled.
2. Legal description of the property
3. A letter of authorization for any agent of the property owner
4. Applicable fees – non-refundable: \$200 plus \$75 public notice fees
5. Contract or letter of authorization showing that the property owner has granted permission to the applicant to operate the Temporary Use on their property for the proposed time period.
6. A written explanation demonstrating how the proposed Temporary Use meets the five standards below.

PROCESS: The overall timeframe for a Temporary Use Permit application is generally 2.25 months. This timeframe assumes a complete application at the time of submittal with no corrections necessary. Note that time used by the applicant to make corrections after comments are sent out is not counted in this timeframe. The timeframe ends on the date of the first public hearing.

Staff review: Upon submittal of a complete application, the TUP request will be scheduled for a Board of Adjustment public hearing generally within 45 working days of complete application submittal. A staff report will be prepared with a recommendation for a decision.

Notice: Staff will publish public notice of the proposed variance in a newspaper no less than 15 days prior to the public hearing and mail notices to all property owners within 300 feet of the subject property. The property will also be posted.

Public hearing: The applicant or authorized agent shall present information to the Board of Adjustment to describe the requested TUP and to demonstrate that the TUP meets the standards listed above. The Board may require that additional information be provided by the applicant. Persons who wish to speak to the board regarding the TUP request may do so during the public hearing.

The Board of Adjustment may approve the TUP with or without conditions, deny the TUP, or continue the hearing.

Decision letter: The applicant will receive a letter specifying the Board of Adjustment's decision on the TUP request.

Permits: Building permits may be required through the Building Safety Division.

Appeals: Any person aggrieved by a decision of the Board may make an appeal to Superior Court within 30 days of the date of the action of the Board.

Revocation: When any condition of a TUP is violated, the TUP and all Town permits issued pursuant to the TUP shall be null and void.

STANDARDS:

The board may grant a TUP only if it finds that the temporary use:

1. Is of a true temporary nature;
2. Does not involve the erection of a substantial building;
3. Will not cause injury to or adversely affect the rights of adjacent property owners or residents;
4. Is in harmony with the general intent and purposes of the Sahuarita Town Code; and
5. Does not violate state law or other provisions of Town of Sahuarita ordinances.

The Town of Sahuarita will provide you with clarification of its interpretation or application of statutes, ordinances, codes, or authorized substantive policy statements as requested.

If you have any questions or require assistance throughout the application process, you may contact Orlanitha Henderson at (520) 822-8851 or ohenderson@sahuaritaaz.gov.