

**TEMPORARY USE  
PERMIT APPLICATION**



**City Of Sedona**  
**Community Development Department**  
 102 Roadrunner Drive Sedona, AZ 86336  
 (928) 282-1154 • Fax: (928) 204-7124

**Note: In order to provide adequate review time, applications must be submitted at least 30 (thirty) days in advance of the event. Applications received less than 30 (thirty) days prior to the proposed special event may not be approved. If the event is going to involve the sale or serving of alcohol, a Special Event Liquor License is required. This requires a separate application (see item #13) and must be received by the City at least 60 (sixty) days prior to the event for processing.**

**1. Applicant Information:**

Organization or Business Name (if applicable):		Address:	
Applicant Name:		Phone:	
Address:		Cell Phone:	
E-mail:		Permit:	
Contact Name (if other than above):		Contact Phone:	Date Rec'd:
E-mail:		Cell Phone:	Deposit:

**2. Event Information:** *(please be specific, i.e. retail sales, car show, art show, etc.)*

Type of Event:	
Name of Event: (if applicable)	
Date(s)/Time(s):	
Location Address:	
Parcel #:	

**Event Category Classification** (Please note that different fees apply for different categories):

- |                                                                |                                                              |
|----------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> A. Existing Commercial Business       | <input type="checkbox"/> E. Construction Support Activity    |
| <input type="checkbox"/> B. Organized Outdoor Community Event  | <input type="checkbox"/> F. Film Permit                      |
| <input type="checkbox"/> C. Fund-Raising Activity (non-profit) | <input type="checkbox"/> G. Accessory Parking Facilities     |
| <input type="checkbox"/> D. Christmas Tree Lot                 | <input type="checkbox"/> H. Other - Temporary Use Activities |

**Participating Vendors:** Please list all participating vendors or businesses that are NOT physically located on the subject property. *Please be advised all participating vendors must have a current City of Sedona Business License and Transaction Privilege Tax Number.*

*Participating vendors or businesses NOT physically located on the property (attach a separate sheet if necessary):*

**3. Do you own the property on which the event will occur?**  Yes  No

*If no, please provide a letter of authorization from the property owner with this application.*

# TEMPORARY USE PERMIT APPLICATION

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4. Estimated attendance: \_\_\_\_\_

**5. Please provide a detailed description of your event and include the following:**

Explain the nature of the event, how the event will not create a nuisance, hazard, or interfere with neighboring properties, that the event and location will not create a traffic hazard or parking problems, how the area will be kept clean and free of litter and debris, and how the landscaping and natural vegetation will be protected.

*Description of your event (attach a separate sheet if necessary):*

**6. Estimate gross sales or donations:** \_\_\_\_\_

City of Sedona Business License Number: \_\_\_\_\_

Transaction Privilege Tax Number: \_\_\_\_\_

Non-profit 501(c)3 number  
(if applicable): \_\_\_\_\_

**7. Is adequate on-site parking available?**  Yes  No *Please attach a parking/traffic circulation plan.*

*Describe how parking will be accommodated:*

**8. Provide plans showing type, location(s), and number of signs that will be used to promote this event.**

*If signs will be located in the ADOT right-of-way, please provide a copy of the ADOT permit with this application.*

*Description of signs:*

# TEMPORARY USE PERMIT APPLICATION

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**9. Are restroom facilities available on site?**

*If yes, please describe, including the number. If no facilities are available, what arrangements have been made to provide restroom facilities in accordance with Health Department standards?*

**10. Are trash bins and/or recyclable receptacles available on site?**  Yes  No

*Please describe what will be done to prevent the accumulation of trash and/or debris that may result from the event and address how you intend to recycle materials:*

**11. Will food be made available at this event?**  Yes  No

*If yes, please attach a copy of the health department permit or other letter of authorization or exemption. If yes, where will the food be prepared (on-site or at another location), specify:*

**12. Will a first-aid station be provided on-site for this event?**  Yes  No

*If yes, please describe:*

**13. Will alcohol be served or sold at this event?**  Yes  No

*If yes, applications for Arizona Department of Liquor Licenses and Control, Special Event Liquor Licenses must be received by the City at least **60 (sixty) days** prior to the event for processing. While this is a separate State application, the State requires the City to review and approve these applications prior to the State's issuance of a Special Event Liquor License. This application is available online through the State's website at: [www.azliquor.gov/forms.cfm](http://www.azliquor.gov/forms.cfm). For more information about this application, contact the State at 602-542-5141. For more information about the City's review and approval process, contact the City Clerk's office at 928-282-3113.*

**14. Will music or other amplified sounds, which may be potentially disruptive to area neighbors, be associated with this event?**  Yes  No

*If yes, please describe music and/or sound activities and proposed measures to mitigate any potential adverse impacts:*

**15. Please attach a detailed site plan showing the location of the event on the property including any and all tents, structures, electrical details, outside lighting, traffic control and fire control methods and all other details associated with this event.**

# TEMPORARY USE PERMIT APPLICATION

## Additional Information and Considerations:

- **Liability insurance must be obtained and maintained throughout the event.** *A copy of the liability insurance certificate must be provided to the City prior to issuing the Temporary Use Permit. Please be advised that the insurance certificate must name the City of Sedona as additionally insured.*
- **A Hold Harmless Agreement may be required for this event.** *Please meet with City staff to determine if it is deemed to be necessary; if required, this Agreement must be provided to the City prior to issuing the Temporary Use Permit.*
- **Event coordinators may be required to post a Bond for this event.** *If deemed necessary, the amount of the Bond must be determined and proof of the Bond provided to the City prior to issuing the Temporary Use Permit.*
- **All tents require a tent permit from the Sedona Fire District per the attached 2003 International Fire Code standard.** You may contact the Fire District office at (928) 282-6800 or at 2860 Southwest Drive for additional information.

## Relevant Ordinances & Timelines:

- City of Sedona Land Development Code (LDC) requirements, Article 4, 407: Temporary Uses [www.codepublishing.com/AZ/sedona/ldc.html](http://www.codepublishing.com/AZ/sedona/ldc.html)
- Per this Ordinance, established by the Sedona City Council and Community Development Department, the following time frame applies for permit review and appraisal:

Type of Permit	Administrative Completeness	Substantive Review Time Frame	Overall	Authorizing Code
Minor	7 calendar days	21 calendar days	28 calendar days	LDC Article 4
Major	21 calendar days	30 calendar days	51 calendar days	LDC Article 4

## NOTICE:

All applicants are entitled to request and receive a clarification from the City of Sedona regarding it's interpretation or application of any statute, ordinance, code or authorized substantive policy statement as required by Arizona Law, A.R.S. §9-836. You should send a written request, by letter or email, identifying the provision needing clarification, any facts relevant to the requested ruling, your proposed interpretation, and if the issues concern an existing license or a license application.

OFFICE USE ONLY	
Risk Management Bond Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Required \$	Department Approval (if required):
Business License, current? <input type="checkbox"/> Yes <input type="checkbox"/> No	Community Development Department
Category: A B C D E F G H	Police Department
Fee \$	Fire Department
Permit fee paid? <input type="checkbox"/> Yes <input type="checkbox"/> No	Parks and Recreation
Date received:	

Permit Approved by:		Date:	
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