

Temporary Use Permit Application

See LDC Section 3.5 & 8.4.D

Application Fee: \$100 – \$400



City Of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

(928) 282-1154 • www.sedonaaz.gov/cd

Applications must be submitted a minimum of thirty (30) days prior to the proposed start date. Applications received less than thirty (30) days prior the proposed start date of the event may not be approved and are subject to double fees.

Date Rec'd:	Permit: TUP	Fee Paid:
-------------	-------------	-----------

1. Applicant Information

Primary Contact		Phone	
Organization or Business Name		Phone	
Address		City/State/Zip	
E-mail			
Secondary Contact		Phone	

2. Event Information

Event Name			
Address of Event		Parcel Number	
Description of Event (<i>attach additional sheets if necessary</i>)			
Site Plan	<input type="checkbox"/> <i>Site Plan Attached. Site plan must be to scale, give an accurate representation of how the property will be used, and include recognizable reference points (roads, driveways, etc.). Additional information requested under "Event Details" Section may be included on the site plan. A base map for the site plan can be obtained from www.sedonaaz.gov/gis.</i>		
Date(s) of Event			
Hours of Event	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Until	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Is applicant the property owner	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "No", attach letter of authorization from property owner.</i>		

3. Event Details (All questions must be answered. Please attach additional sheets if more detailed is required.)

Estimated Attendance	Total:	At any time:
	<i>**For example: a weekend event may expect 500 people total, but no more than 50 people at any one time</i>	
Participating Vendors	<input type="checkbox"/> <i>List of all participating vendors attached. All participating vendors must have a current City of Sedona Business License and Transaction Privilege Tax Number.</i> <i>Events with itinerant vendors (participating vendors or businesses that are not physically located on the subject property) will be categorized as an Organized Outdoor Community Event and subject to additional fees.</i>	
Signs	<input type="checkbox"/> <i>Provide plans showing proposed type, location(s), and number of signs. Signs must comply with temporary sign requirements (LDC Section 6.14).</i> <i>Signs located in the ADOT right-of-way, require an ADOT right-of-way permit.</i>	

Temporary Use Permit Application

Parking	<input type="checkbox"/> Yes <input type="checkbox"/> No Is adequate on-site parking available? If yes, show on site plan. If no, provide a description of how parking will be accommodated. If additional properties will be used, please provide property owner authorization. Large events may require a traffic control plan.
Restrooms	<input type="checkbox"/> Yes <input type="checkbox"/> No Are adequate restroom facilities available on site? If yes, describe, including the number. If no facilities are available, describe what arrangements have been made to provide restroom facilities in accordance with Health Department standards.
Trash and Recycling	<input type="checkbox"/> Yes <input type="checkbox"/> No Are trash bins and/or recycling receptacles available on site? 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.
Food	<input type="checkbox"/> Yes <input type="checkbox"/> No Will food be made available at the event? If yes, attach a copy of the health department permit or other letter of authorization or exemption.
First Aid	<input type="checkbox"/> Yes <input type="checkbox"/> No Will first aid be made available at the event? If yes, describe:
Alcohol	<input type="checkbox"/> Yes <input type="checkbox"/> No Will alcohol be served or sold at the event? <i>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. 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.</i>
Sound/Noise	<input type="checkbox"/> Yes <input type="checkbox"/> No Will music or other amplified sounds be associated with the event? If yes, describe music and/or sound activities and proposed measures to mitigate any potential adverse impacts:

4. Insurance Information

	<input type="checkbox"/> <i>Certificate of Insurance naming the City of Sedona as additionally insured attached</i>
--	---

5. Signature

The applicant affirms the above information is complete and accurate and has read and understands the Terms and Conditions (see next page) that are a part of this application and agrees to comply with the provisions thereof.

Signature	Printed name	Date
-----------	--------------	------

Temporary Use Permit Application

TERMS AND CONDITIONS OF TEMPORARY USE PERMIT

PERMIT REQUIRED: Permit must be in the possession of the Producer/Permittee, kept on the site at all times, and must be available to inspection upon request by Permitter officials or the public. Permit may not be assigned, altered, or the terms varied without written consent of the Permitter.

GENERAL STANDARDS FOR ALL TEMPORARY USES AND STRUCTURES (LDC Section 3.5.D) Temporary uses and structures shall comply with the following general requirements unless otherwise specified in the Land Development Code:

1. The temporary use or structure shall not be detrimental to surrounding properties or to the public health, safety, or general welfare.
2. Permanent alterations to the site are prohibited.
3. Temporary signs associated with a temporary use or structure shall be removed when the activity ends or permit expires, whichever occurs first.
4. A temporary use or structure shall not violate any applicable use-specific standards or conditions of approval applicable to a principal use on the site.
5. Temporary uses shall not disturb any sensitive or protected resources, including floodplains, river protection setbacks, and required landscaping.
6. At the conclusion of a temporary use or structure, all disturbed areas shall be restored to the condition that existed prior to the use, or improved.
7. Temporary uses or structures shall not impede with normal operations of any permanent use located on the property.
8. Off-street parking shall be sufficient to accommodate the proposed temporary use.
9. Informal activities or sales, such as a weekend sidewalk sale, shall not require a temporary use permit provided they comply with all applicable regulations of this LDC and Chapter 5.05, Business Licensing, of the Sedona City Code.

ADDITIONAL INFORMATION AND CONSIDERATIONS:

- **INSURANCE:** Liability insurance in the amount of \$1,000,000 (unless a different amount is specified) 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. The insurance certificate must name the City of Sedona as additionally insured.
- **HOLD HARMLESS AGREEMENT:** A Hold Harmless Agreement may be required. Please contact City staff to determine if it is deemed to be necessary.
- **TENTS:** All tents require a tent permit from the Sedona Fire District per the 2003 International Fire Code. You may contact the Fire District office at (928) 282-6800 or at 2860 Southwest Drive for additional information.

General Contact Numbers	
City of Sedona Public Works; Right-of-Way Specialist, Victor Estrada: (928) 204-7800	Sedona Police Department Sergeant Christopher Stevens: (928) 203-5019
Sedona Fire District Fire Marshal, Jon Davis: (928) 204-8926	Coconino National Forest Service Julie Rowe: (928) 203-7516
Arizona Department of Transportation: https://azdot.gov/business/Permits/statewide-permits-services	

The relevant ordinances governing this permit application are found in the Sedona Land Development Code, Section 3.5, Temporary Uses and Structures and Section 8.4.D, Temporary Use Permit (www.sedonaaz.gov/lcd). The following time frames have been established by the Sedona City Council and Community Development Department for Temporary Use Permits:

Type of Permit	Administrative Completeness	Substantive Review Time Frame	Overall	Authorizing Code
Minor Temporary Use Permit	7 business days	21 business days	28 business days	LDC Article 3
Major Temporary Use Permit	21 business days	30 business days	51 business days	LDC Article 3

NOTICE: All applicants are entitled to request and receive a clarification from the City of Sedona regarding its interpretation or application of any statute, ordinance, code or authorized substantive policy statement as required by Arizona Law, A.R.S. §9-836. *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.*