



Temporary Use Permit Process Guide

Sec. 16-21-640 Temporary Use Permit Purpose:

The purpose of this Section is to provide for land uses and structures intended to be established for not more than six (6) months, with the intent to discontinue such use upon expiration of the time period. A security deposit may be required from the applicant to defray costs of the Town to remove a temporary building or use.

Permit Overview:

- \$425 + Costs attributable to the review by consultant time are billed at actual hourly rates. Cost assessed after first hour.
 - A pre-application meeting between the applicant and Planning Director is required. To schedule a pre-application meeting, please call 970-827-5645 Ext. 2 or email planner1@minturn.org.
 - The applicant will submit an application to the Planning Director.
 - The Planning Director may administratively approve the use, or refer the review and approval to the Planning Commission and Town Council, or if it needs to go to a public hearing.
 - If the proposal needs to go to a public hearing then public notice is given.
 - At separate hearings the Planning Commission and Town Council will make their decisions.
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What to Address in the Application, if Applicable:

- Water supply, sanitation, and sewage disposal
 - Food service and liquor license
 - Medical response and first aid
 - Law enforcement and police coverage
 - Traffic control
 - Solid waste disposal
 - Fire protection
 - Note: not each of these factors may be applicable to the Town's review of the Temporary Use or Building
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The Planning Director will Consider the Following Factors:

- Whether the Temporary Use or Building is in conflict with applicable health, sanitation, safety, or access laws?
 - Whether the building or use proposed a use by right or limited review use in the zone?
 - Is the Temporary Use compatible with the surrounding uses and consistent with the Community Plan?
 - Is there written assurance that the building/use will be removed/ceased by the required time?
 - Does the Town have written permission from the applicant and landowner to remove the building or use, at the landowner's expense, when not in compliance with the Temporary Use Permit?
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Public Hearings may be Required if:

- The temporary building or use is for 7 days or more, or, if any of the following are determined by the Planning Director:
 - There will be potentially significant nuisance to surrounding areas
 - There may not be adequate water or sanitation facilities
 - There may be permanent damage to the site
 - There are unresolved medical response, law enforcement, security, traffic, fire protection, or solid waste issues.
 - When the Planning Director receives the completed application, notice of a public hearing for the Planning Commission and Town Council shall be sent to the newspaper and adjacent property owners.
 - The Planning Director and applicant will work together to properly post and publish notice.
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