



385 Kimbark Street, Longmont, CO 80501

T 303-651-8330 F 303-651-8696

longmont.planning@longmontcolorado.gov

Temporary Use Application and Permit

A permit for the establishment of certain land uses and events of a limited duration. Review of this permit is intended to ensure that such land uses and events do not negatively impact adjacent land, are discontinued upon the expiration of a set period of time, and do not involve the construction or alteration of any permanent building or structure. Other temporary uses not eligible for this permit are listed below.

Please select the type of temporary use you are applying for:

Temporary Event: Temporary commercial or festive activity at a specific location, which takes place typically no more than once per year. Includes, but is not limited to, carnivals, circuses, and festivals. (Maximum permit limit 14 days – days may be non-consecutive)
Fee \$50.00

Temporary Seasonal and Holiday Sales: Sales of seasonal items such as Christmas trees, farm produce, and fireworks, or as otherwise allowed by the Municipal Code. Permit does not allow the temporary retail sales of household goods, such as furniture, carpets, art work/paintings, or similar items. (Maximum permit limit 60 days – days may be non-consecutive)
Fee \$250.00 (31-60 days) or \$50.00 (up to 30 days)

Other Temporary Uses: The Planning & Development Services Director may approve other temporary uses, activities, or events if it is determined that such uses would not jeopardize the health, safety or general welfare, or be injurious or detrimental to properties adjacent to, or in the vicinity of, the proposed activity.
Fee \$250.00

Prohibited Uses: Any use not specifically identified as a temporary use or not specifically allowed by the Planning Director may not be granted a temporary event permit. This includes retail sales (unless expressly identified above), auto repair, and other service uses.

The following temporary events and land uses cannot be applied for with this application:

- **Contractors Office/Temporary Construction Uses:** Contact Building Inspection (303-651-8332)
- **Retail Mobile Food Vending:** Obtain a Mobile Retail Food Vending application. Contact Development Services (303-651-8332)
- **Real Estate Sales Office (including Model Homes):** These uses require review through the DRC process. Contact Development Services (303-651-8330)
- **Temporary Use of Public Property:** Contact the City Clerk’s Office (303-651-8649)
- **Work in the Right-of-Way Permits:** Contact Public Works & Engineering (303-651-6304).

Applicant Information

Name _____ Business Name (if applicable) _____

Mailing Address _____

Phone _____ Email _____

Property Information

Property Owner Name _____

Owner Mailing Address _____

Property Owner Phone _____ Email _____

Property Address _____

Zoning _____ Legal Description (Lot _____) (Block _____) (Subdivision _____)

Temporary Use Permit Request

Name of Use _____ Number of days of operation _____

In the space below please provide a detailed description of your request, including proposed start and end dates and days and hours of operation. Attach a sketch of the proposal, if applicable, to show the temporary use in relation to existing uses, parking spaces, trash receptacles, signs, fencing, lighting, etc.

Applicant Certification

I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of the owners of the property. In submitting the application materials and signing this application and permit, I acknowledge and agree that the application is subject to all the terms and conditions for a temporary use found the Title 15 of the City of Longmont Municipal Code. I understand that any false statements or omissions may result in denial or revocation of this permit and jeopardize the approval of future permits. I further acknowledge that I have read the applicable regulations attached to this permit and agree to fully comply with the regulations set forth by the City of Longmont any terms and conditions imposed by the decision-making body as they relate to the Temporary Use Permit.

Property Owner Signature _____ Date _____

Applicant Signature _____ Date _____



Temporary Use Permit

Planning & Development Services Staff Use Only

Permit # _____

Type of Temporary Use:

- Seasonal/Holiday Sales (\$50.00 for up to 30 days / \$250.00 for 31-60 days)
- Special Event - \$50.00
- Other - \$250.00

Property Address: _____

Applicant Name: _____

Permit Status:

- Approved Approved with Conditions Denied

Conditions of Approval / Reasons for Denial:

Dates of Operation _____ Hours of Operation _____

Signage (\$10/special event sign) Yes No

Parking Spaces Required (number) _____ New Lighting Yes No

Trash Receptacle Yes No Building Permit Required Yes No

Application Review By: _____ Date: _____

This Temporary Use Permit must be on site and visible at all times the business is open. Failure to comply with this requirement is justification for revocation of the permit.