

**TOWN OF ESTES PARK
APPLICATION FOR TEMPORARY USE PERMIT
ESTES VALLEY DEVELOPMENT CODE**

Submittal Date: _____

General Information

Description of Temporary Use _____

Project Address _____

Legal Description: Lot: _____ Block: _____ Tract: _____ Subdivision: _____

Parcel ID # _____

Property Owner _____

Mailing Address _____

Telephone No. _____ Fax _____ Email _____

Applicant _____

Mailing Address _____

Telephone No. _____ Fax _____ Email _____

Land Use Information

Lot Size _____ Parking _____

Existing Zoning _____ Signage _____

Existing Land Use _____ Lighting _____

Proposed Dates of Operation _____ Setbacks: Front _____ Side _____ Rear _____

Proposed Hours of Operation _____

Will the use be in: Existing Building New Building Unenclosed

Location of Sanitation Facilities _____

Attachments

Site Plan

Statement of Intent

CONDITIONS OF APPROVAL (For Staff Use Only)

Dates of Operation _____ Signage _____

Hours of Operation _____ Building Permit _____

Parking _____ Lighting _____

Operational Requirements _____

Approved _____

Date _____

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 agreement, I acknowledge and agree that the application is subject to the applicable processing set forth in the Estes Valley Development Code (EVDC).

I acknowledge that I have obtained or have access to the EVDC, and that, prior to filing this application, I have had the opportunity to consult the relevant provisions governing the processing of and decision on the application. I understand that this proposal may be delayed in processing if the information provided is incomplete, or inaccurate. I understand that acceptance of this application by the Town of Estes Park for filing and receipt of the application fee by the Town does not necessarily mean that the application is complete under the applicable requirements of the EVDC. The Community Development Department will notify the applicant in writing of the date on which the application is determined to be complete. I understand that compliance with the applicable provisions of the EVDC is required.

I grant permission for Town of Estes Park Employees with proper identification access to my property during the review of this application.

Signatures:

Property Owner Signature	_____	Date	_____
Applicant Signature	_____	Date	_____

STATEMENT OF INTENT

The statement of intent shall include a detailed description of the proposed temporary use and elaborate on the Land Use Information provided on the front of this application.

SITE PLAN

The site plan shall contain the following information, unless waived by staff:

1. Location of all existing buildings, structures, lighting, parking areas, and signs on the property, including the location of required front, side and rear building and other setback lines;
2. Location of all proposed buildings, structures, lighting, parking areas, and signs on the property, including the location of proposed front, side and rear building and other setback lines (permanent alterations prohibited);
3. Statement of scale, e.g. 1" = 20', north arrow, date of preparation.
4. Staff shall have the discretion to request a more detailed site plan based on the complexity of the request.

REVIEW TIME FRAME

Staff review will be completed within thirty days of submittal of a complete application.