



**CITY OF SAN LUIS**  
Development Services Department  
Planning and Zoning Division  
P.O. Box 3750-1090 E. Union Street  
San Luis, AZ 85349  
Phone: (928) 341-8563  
Fax: (928) 341-8599

## **TEMPORARY USE PERMIT APPLICATION FORM**

**TEMPORARY USE PERMIT:** \_\_\_\_\_  **APPEAL DATE:** \_\_\_\_\_

**ZONING ADMINISTRATOR**  **APPROVAL**  **DENIAL**

**INITIALS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PERMIT VALID UNTIL:** \_\_\_\_\_

### **SUBJECT PROPERTY INFORMATION**

Address/Location: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_

Area: acres \_\_\_\_\_ Sq. ft. \_\_\_\_\_ Number of Lots \_\_\_\_\_

Request: \_\_\_\_\_

\_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Current Land Use: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Project Name: \_\_\_\_\_

A.R.S §12-1134 Waiver provided Initials (Staff) \_\_\_\_\_

### **PROPERTY OWNER/AGENT INFORMATION**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**I affirm that I am the owner of record of the subject property. If an agent is named, I hereby authorize that person to act in my behalf in matters relating to this application.**

Agent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**I hereby declare that all of the information contained in this application is true and correct to the best of my knowledge and belief. I acknowledge that errors in this application may delay review.**

Property Owner's Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_



# **PROJECT APPLICATION AND CASE REVIEW PROCESS**

## **1. PRE-APPLICATION MEETING WITH STAFF:**

The petitioner may schedule and attend a pre-application meeting with the City staff to discuss, in general, the application procedures and requirements. If an interpreter is needed, it is the responsibility of the applicant to provide one. Please call the Development Service Department at **(928) 341-8563** or **Email P&Z@sanluisaz.gov** to schedule your appointment.

## **2. SUBMITTAL OF APPLICATION:**

Refer to Zoning Ordinance Section 18.15.050 for Temporary Use Permit application. Zoning Ordinance is available online on City of San Luis website.

## **3. REVIEW:**

The Zoning Administrator will review your application and decide whether to approve or deny the temporary use permit application.

## **4. APPEALS:**

Any decision made by the Zoning Administrator may be appealed to the Board of Adjustment.

## **5. VALIDITY LIMIT:**

The temporary use permit shall be valid for the use for which the permit was granted for the length of time indicated on the permit as long as the use is in compliance with the conditions of approval and other applicable ordinances.

A temporary use permit for a temporary structure shall be limited to a period of time not to exceed six months from the date of approval.

Time extensions for a temporary use permit shall be processed in the same manner as the original permit.



## Application Submittal Check List

1. A Completed Temporary Use Application Form with all necessary signatures.
2. A Narrative Statement of your request.
3. Letter of Authorization from property owner (s) if represented by a third party.
4. Application Fees are not refundable even if the application is not approved.  
Fees adopted on 05-22-24 by Resolution No. 2306 are as follows:

<b>Temporary Use Permit</b>	
Residential	\$200
Non-Residential	\$300
Appeal of TUP –Residential	\$100
Appeal of TUP– Commercial/Industrial	\$200

5. Site Plan– a copy in 11" x 17" or 8 ½" x 11" formats showing at a minimum the following:
  - a) Name, address, scale, and north arrow
  - b) Property lines and lot dimensions
  - c) Location of existing and proposed structure (s) with dimensions and area (square footage).
  - d) Distance between buildings and property lines
  - e) front, side, and rear setbacks
  - f) All street frontage (s)

The City reserves the right to waive some of the above submittal material if found to be unnecessary for a particular application. Conversely, the City reserves the right to require additional information and material, and to require the submission of studies in order to adequately review the request.