



Temporary Use Permit (TUP) Checklist

- Carnival / Circus
- Seasonal Sales & Experiences
- Recreation Vehicle as Temporary Housing
- Meteorological Tower
- Laydown Yard

All submittal materials listed below must be submitted electronically in .pdf format.

Application for Temporary Use Permit shall be included, but are not limited to the following:

_____ **Letter of Request** or Project Narrative

_____ Date of Application

_____ Owner and Owner’s Representative or Consultant (Addresses, telephone numbers and email)

_____ Assessor’s Parcel Number and present zoning.

_____ Site location, dimensions, and size of property in feet and acres and present zoning

_____ Project description or project narrative for the Temporary Use Permit

_____ Action requested and the reason and purpose for the request

_____ Proposed length of time for Temporary Use Permit

Note: RVs as temporary housing, 17.03.050(c) of the UDC, shall be limited to six (6) months. Written requests for an extension shall be granted per 17.06.050(f)(8) of the UDC.

_____ Existing and proposed facilities, structures, roads, etc.

_____ **Proposed Source of Water:**

Carnival, Circus, Seasonal Sales, or Recreational Vehicle as temp housing, provide **ONE** of the following.

_____ Letter from Water District

_____ Copy of well permit

_____ Applicant's statement that cistern is used with information on where water is obtained/purchased. A letter from water supplier shall be submitted.

_____ **Proposed Method of Wastewater Disposal.**

Carnival, Circus, Seasonal Sales, or Recreational Vehicle as temp housing, provide **ONE** of the following.

_____ Letter from Sanitation District

_____ Pueblo Department of Public Health and Environment preliminary investigation.

- _____ Download and fill out the [Letter of Consent](#) when the applicant role is as Designated Representative and the project property is not owned by the applicant or business.
- _____ Proof of ownership by recorded deed
- _____ If Owner is other than Individual, please provide the following:
 - _____ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority as applicable to LLC property ownership.
 - _____ Articles of Incorporation and By Laws as applicable for Corporation Property ownership.
 - _____ Trust Documents as applicable for Trust Property ownership.
- _____ Building Permit if “Recreational Vehicle as Temporary Housing”
- _____ View the Example [Site Plan Drawing](#) that includes, at a minimum, the following. The site plan must include all property boundaries, structures, easements, and other relevant features, drawn to scale
 - _____ North Arrow, Written and Graphic Scale at an even numbered engineer scale (1” = 10’, 20’, 30’, etc.) - No larger than 11” x 17” in size – Aerial or Google maps will not be accepted. If the parcel is very large, in addition to the parcel dimensions, you can use a zoomed in shot for the details of structures. Distances to parcel boundary lines are still required.
 - _____ Find the **Assessor’s Parcel Number** in [Parcel Records Search](#) by entering Address or Owner’s Name.
 - _____ From the search, also get the **Address and Legal Description of the Property**
 - _____ Next, in the map menu, click on the layers icon, check County Zoning to get the **Legacy Zone District. Then go to the UDC, Page 7, to get the updated zoning.**
 - _____ Platted and Known Easements and Building Setback Lines as reflected upon the original subdivision plat, if applicable.
 - _____ Location, Exterior Dimensions and Use Identification of **Proposed Structures and ALL Existing Structures** with Four (4) Distances from Structures to Front, Sides, and Rear Property Lines and Distance to or Separation between Other Existing Structures and or Proposed Structures.
Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line.
 - _____ Corner Lot measuring requirements, [UDC](#) Chapter 17.04.090(c): Where two streets intersect, the minimum sight triangle length is 30 feet. Where a driveway intersects with a street, the minimum sight triangle length is 15 feet.
 - _____ Location, Type, and Height of Existing and Proposed Fences
 - _____ Show the locations of existing or proposed access points with widths and distances to property lines from each side
 - _____ Add the Road Names Adjacent to Property
 - _____ Property Owner’s Name