



TEMPORARY USE PERMIT PROCEDURAL GUIDE

General

Section 09.01.04 of the Marana Land Development Code provides for the issuance of Temporary Use Permits (TUP) for temporary uses or structures not otherwise permitted by code provisions.

A TUP may be granted for a period not to exceed nine months; however, a TUP may be extended for an additional year upon showing good cause. A TUP which involves a structure must not violate applicable setbacks requirements and if it is revoked it may be removed within 15 days.

For major projects, it is often helpful to schedule an initial meeting with the Town staff to review issues and discuss possible requirements prior to submittal.

Approval Process

- A. Upon receipt of a complete application, the planning staff will review and distribute the submittal to other department and agencies for review.
- B. After each review has been completed, the planning staff will consolidate all review comments and forward comments to the applicant indicating the necessary revisions. The applicant shall be responsible for addressing all review comments and submitting a revised TUP to the planning staff. If necessary, planning staff will coordinate a meeting with the applicant to resolve outstanding issues resulting from the review.
- C. Once planning staff has determined that the application is in compliance with all Town requirements, the submittal shall be administratively approved.

Instructions and Requirements

- A. A completed application with all required supporting materials must be accompanied by the required fee.
- B. Provide a site plan drawn to scale showing the existing uses and structures on and around the site along with the proposed temporary uses and structures. The site plan should include the following:
 1. Dimensions of all structures, as well as include ADA ramps, parking stalls, setbacks, property lines, entrance width, onsite drive aisles, fencing, generators and any other features used onsite.
 2. One (1) paved van accessible ADA parking stall with loading and unloading aisle. Additionally a paved or hard surface access to the ADA ramp to access the building must be provided.



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3. Parking spaces with wheel stops
 4. All weather access must be provided to the entrance of the site and parking area. This may include crushed rock (indicate size, type and depth.)
 5. An ADA accessible portable bathroom facility, if an ADA restroom is not provided within the primary structure if applicable.
 6. Sight visibility triangles if applicable.
 7. Location of address numbers on the temporary primary structure.
 8. Adjacent streets, roads and right of ways. Dimensions may be required.
- C. Applicant must provide a copy of valid Business License with the Town of Marana. If you need to obtain a Business License, please see our Finance Department for more information.
- D. If the applicant is not the owner of the property, an authorization from the owner, including name and address, is required indicating the applicant is the agent of the owner and may apply for the TUP.
- E. Approval from the fire district and/or Arizona Office of Manufactured Housing will be required for proposed uses that will serve the public from any manufactured building. Planning staff will inform the applicant which approval is needed. **PLEASE DO NOT OBTAIN APPROVAL PRIOR TO STAFF REVIEW.**
- F. Additional information and documents may be required by the planning staff to assist in evaluating the request.

Other Approvals and Improvements

- A. Approval of TUP by the planning staff shall not waive or defer any requirements of the Building Safety Department or Fire District with respect to obtaining building permits or inspections for proposed structures, electrical, plumbing, mechanical, fire or other conditions proposed on the property. Please verify specific requirements with the Building Safety Department prior to application submittal.
- B. Applicants may be required to install and/or modify on-site or off-site public or private improvements. The improvements may include on-site structures, paving, landscaping, curb and gutter, and requirements to dedicate, improve and/or modify streets and other public facilities. The necessity and extent of these requirements, if any, are generally not known until an application has been submitted and routed for review to Town departments or outside agencies. Applicants are encouraged to contact the Town regarding potential issues as soon as possible. Outside agencies may require improvements in addition to Town requirements.



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TEMPORARY USE PERMIT FLOW CHART

