



## TEMPORARY USE PERMIT PROCEDURAL GUIDE

### General Information

Title 17, Chapter 17-3, Section 3 of the [Marana Town Code](#) provides for the issuance of temporary use permits (TUP) for temporary uses or structures not otherwise permitted by code provisions. These may include, but are not limited to:

- Events that require an [extension of premises/patio liquor license](#)
- Temporary retail such as seasonal or vehicle sales
- Real estate development and construction-related temporary uses such as construction office or yard.

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 setback requirements. If the permit is revoked any structures must 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.

### Pre-application Meeting

Not required.

### Approval Process

Upon receipt of a complete application, staff will distribute the submittal to required departments and agencies for review.

Review comments are made available on-line as they are completed. The applicant is responsible for submitting a revised plan or additional documents that addresses all review comments. If necessary, Town staff will coordinate a meeting with the applicant to resolve outstanding issues resulting from the review.

Once planning staff has determined that the application is in compliance with all Town requirements, the submittal shall be administratively approved.