



**Gila County Community Development Department
Planning & Zoning Division**

745 N. Rose Mofford Way
Globe, AZ 85501
(928) 402-8512
FAX: (928) 425-0829

608 E. Highway 260
Payson, AZ 85541
(928) 474-9276
FAX: 928-474-0802

**TEMPORARY USE PERMIT
APPLICATION**

Date: _____

Address of Property Associated with Request: _____

Applicant Name: _____ Phone No.: _____

Mailing Address: _____

Signature: _____

Email Address: _____

If the applicant is not the owner, please provide the owner's name below and complete the Authorized Agent form attached to this application form.

Owner's Name: _____

If the subject property is part of a homeowner association (HOA)*:

Name of HOA: _____ Phone No.: _____

Contact Person at HOA: _____

Mailing Address: _____

Email Address: _____

*Please note that Gila County notifies an HOA as a courtesy only and does not enforce any HOA-related documents (i.e. CC&Rs, deed restrictions, etc.).

FOR OFFICE USE ONLY

Case File No.: _____ Permit # _____ Zoning of Property _____ APN # _____

\$75 Fee Paid Check No.: _____ Credit: _____ Cash: _____ Date: _____

Authorized Agent Form Received (if applicable): _____ Approved: _____ Denied: _____

Zoning Inspector or Designee Signature: _____ Date _____



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TEMPORARY USE PERMIT PROCEDURES

The purpose of a Temporary Use Permit is to permit a one-time or short term use of land for a special event or an interim use. Temporary uses may be granted in all zoning districts subject to conditions, which shall consider the intent and purpose of the particular zoning district with minimal adverse impacts on the neighborhood.

All temporary uses shall be subject to a Temporary Use Permit that shall be issued by the Zoning Inspector or designated representative. An expiration date will be provided when a Temporary Use Permit is issued. Examples of temporary uses and related performance standards are listed in Section 101.3.E of the Gila County Zoning Ordinance.

To apply for a Temporary Use Permit, the following need to be submitted:

1. A nonrefundable \$75 application fee
2. A completed application form.
3. Proof of ownership or a completed Authorized Agent form if the applicant is not the owner.
4. Other optional items such as photographs of the subject property, aerial photographs (i.e. Google Maps or Gila County Assessor Maps), etc.



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**TEMPORARY USE PERMIT
SUBMITTAL CHECKLIST**

- Non-refundable fee of \$75.00
- Completed application form
- Proof of ownership or completed Owner Authorization Form
- Other optional items such as photographs of the subject property, aerial photographs (i.e. Google Maps or Gila County Assessor Maps), etc.

AUTHORIZED AGENT FORM

PROPERTY ADDRESS: _____

ASSESSOR PARCEL NUMBER: _____

The undersigned, registered property owner(s) of the above-referenced property, do hereby authorize

_____ of _____

to act on my/our behalf and take all actions necessary for the processing, issuance and acceptance of this request for a Temporary Use Permit submitted to the Gila County Community Development Department.

We hereby certify the above information submitted in this application is true and accurate to the best of our knowledge.

Authorized Signature

Authorized Signature

Date

Date

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____,

2020 by _____.

Notary Signature _____

Serial Number _____