

# ***TEMPORARY USE***

## **APPLICATION PACKET**

CONSTRUCTION TRAILER  
REAL ESTATE SALES OFFICE  
SEASONAL SALES FACILITIES  
SPECIAL EVENTS

# Table of Contents

Construction Trailer / Real Estate Sales Office ..... 3

Seasonal Sales Facility ..... 4

Special Events ..... 5

Land Use Application Form ..... 6

## Construction Trailer and Real Estate Sales Office

**Definition:** These are facilities temporarily used as a construction contractor's office and equipment shed accessory to a construction project or a facility temporarily used as a real estate sales office in conjunction with a new housing development.

**Time restriction:** one (1) year, subject to renewal for up to three (3) six month extensions if the builder maintains active and continuous construction on the site or within the subdivision, but in no event to exceed the duration of the project. Real estate sales offices are permitted to continue until all lots are sold or one year, whichever is less, subject to renewal for up to three (3) six month extensions as long as a minimum of three lots within the subdivision remain unsold.

**Off-street parking required:** parking spaces must consist of a durable and dustless surface for all-weather use. The requirement may be satisfied by using existing spaces for other uses located within 500 feet of the trailer/ office. The operator has the burden of demonstrating that the parking needs of the use are adequately accommodated. On-street parking on city streets may NOT be used to satisfy this requirement.

All-weather ingress and egress, as approved by the Public Works Department, must be provided.

*ALL applications must include payment of the Temporary Use Fee. See the attached Development Review Fees Schedule for the appropriate amount. Please make the check payable to "City of Louisville".*

### Checklist

Use a copy of the approved PUD site plan\* to indicate the locations of the following: (highlighted and accurately dimensioned)

- Trailer(s) location
- Location of temporary access and parking
- Distance and location of existing fire hydrants
- Location and detail of temporary fencing for materials storage (if any)
- Handicapped access (for real estate sales office only)
- Electrical service, subject to Building Safety Division requirements
- Tie downs, subject to Building Safety Division requirements (reference Manufactures specifications on Louisville Municipal Code (LMC) 15.20.090)

\* If a PUD site plan does not exist then another survey may be used.

## Seasonal Sales Facility

**Definition:** These are facilities for the sale of agricultural products that are seasonal in nature, including produce, nursery stock, Christmas trees, and other similar products.

**Time Restriction:** Not to exceed 45 days, or 60 days if reviewed by Planning Commission and approved by City Council.

**Off-street parking required:** parking spaces must consist of a durable and dustless surface for all-weather use. The requirement may be satisfied by using existing spaces for other uses located within 500 feet of the trailer/ office. The operator has the burden of demonstrating that the parking needs of the use are adequately accommodated. **On-street parking on City streets may not be used to satisfy this requirement.**

All-weather ingress and egress, as approved by the Public Works Department, must be provided.

Seasonal sales facilities must comply with the yard and bulk requirements of the applicable zoning district. Display of Christmas trees need not comply with yard and setback requirements. No tree shall be displayed within a vision clearance area at street intersections.

*ALL applications must include payment of the Temporary Use Fee. See the attached Development Review Fees Schedule for the appropriate amount. Please make the check payable to "City of Louisville".*

**Checklist:** For all Seasonal Sales Facility.

- Facility location.
- Location of temporary access and parking.
- Distance and location to existing fire hydrants.
- Location and detail of temporary fencing for materials storage (if any).
- If a trailer is requested, all information required for a temporary construction trailer should also be provided.
- Location and specifications for any exterior lighting.
- Signage information, with all information required for a temporary sign permit.
- Electrical service, subject to Building Safety Division requirements.
- Business hours.
- Business license – copy.
- Sales tax license – copy.
- Proof of liability insurance.

## Special Events

**Definition:** A traveling show, exhibition, fair or similar events are considered Special Events, provided there are no permanent structures or installation.

### Restrictions:

- Permitted in any non-residential zone district
- Limited to 10 days of operation.

### Requirements:

- All-weather hard surface ingress/ egress must be provided as approved by the Public Works Department.
- The event operator must demonstrate that parking needs can be accommodated. The parking does not have to be an all-weather surface.
- Building Safety Division inspections are required for any special event involving carnival type rides. Inspection requests should be coordinated directly with the Chief Building Official of the Building Safety Division.
- Food service must be managed appropriately to include daily waste removal.
- Separate permits must be obtained from the Boulder County Health Department for any food service.

*ALL applications must include payment of the Temporary Use Fee. See the attached Development Review Fees Schedule for the appropriate amount. Please make the check payable to "City of Louisville".*

### Checklist:

Use a copy of the approved PUD site plan\* to indicate the locations of the following: (highlighted and accurately dimensioned)

- Facility location.
- Location of temporary access and parking.
- Distance and location of existing fire hydrants.
- Location and detail of temporary fencing for materials storage.
- Location and specifications for any exterior lighting.
- Electrical service, subject to Building Safety Division requirements.
- Business hours.
- Business license – copy.
- Sales tax license – copy.
- Proof of liability insurance.
- Location and types of activities.
- Any other information required by the City at the time of application.

\* If a PUD site plan does not exist then another survey may be used.

**LAND USE APPLICATION**

**CASE NO.** \_\_\_\_\_

**APPLICANT INFORMATION**

Firm: \_\_\_\_\_

Contact: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

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

Email: \_\_\_\_\_

**OWNER INFORMATION**

Firm: \_\_\_\_\_

Contact: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

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

Email: \_\_\_\_\_

**REPRESENTATIVE INFORMATION**

Firm: \_\_\_\_\_

Contact: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

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

Email: \_\_\_\_\_

**PROPERTY INFORMATION**

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

Legal Description: Lot \_\_\_\_\_ Blk \_\_\_\_\_

Subdivision \_\_\_\_\_

Area: \_\_\_\_\_ Sq. Ft.

**TYPE (S) OF APPLICATION**

- Annexation
- Zoning
- Preliminary Subdivision Plat
- Final Subdivision Plat
- Minor Subdivision Plat
- Preliminary Planned Unit Development (PUD)
- Final PUD
- Amended PUD
- Administrative PUD Amendment
- Special Review Use (SRU)
- SRU Amendment
- SRU Administrative Review
- Temporary Use Permit: \_\_\_\_\_
- CMRS Facility: \_\_\_\_\_
- Other: (easement / right-of-way; floodplain; variance; vested right; 1041 permit; oil / gas production permit)

**PROJECT INFORMATION**

Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current zoning: \_\_\_\_\_ Proposed zoning: \_\_\_\_\_

**SIGNATURES & DATE**

Applicant: \_\_\_\_\_

Print: \_\_\_\_\_

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

Print: \_\_\_\_\_

Representative: \_\_\_\_\_

Print: \_\_\_\_\_

**CITY STAFF USE ONLY**

- Fee paid: \_\_\_\_\_
- Check number: \_\_\_\_\_
- Date Received: \_\_\_\_\_