



CITY OF PRESCOTT

TEMPORARY USE PERMIT SUBMITTAL CHECKLIST

No application will be accepted unless it is complete including, but not limited to, the following:

- Letter of authorization if applicant is different than owner.
- Completed Prescott Fire Department Special Event/Display Permit application
- Written narrative describing the proposed use, compatibility with the surround area, impacts on emergency services, access to the property, parking, hours of operation and any health and safety issues (such as noise or hazardous materials).
- A filing fee

- Set of plans. Plans must be to scale, include exterior elevations of the building, show location on property where TUP will be used, show parking, ingress and egress, provide specifications for proposed work.

NOTE: A DETERMINATION OF “APPLICATION COMPLETENESS” BY THE STAFF PLANNER AND A RECEIPT FOR THE FILING FEE WILL BE SENT TO THE APPLICANT WITHIN FIFTEEN (15) DAYS OF SUBMITTAL OF THE APPLICATION.