

# ***TEMPORARY USE***

## **APPLICATION PACKET**

CONSTRUCTION TRAILER

REAL ESTATE SALES OFFICE

SEASONAL SALES FACILITIES

SPECIAL EVENTS

TEMPORARY SIGNS

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## 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.

# Temporary Signs

**Definition:** A sign (Louisville Municipal Code Section 17.08.435) means any object or device or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including words, letters, figures, designs, symbols, fixtures, colors, motion, illumination or projected images.

Temporary signs are regulated by two (2) sections within the Louisville Municipal Code:

Section 17.16.180 Temporary Uses

Section 17.24.150 Temporary Signs

Each section contains specific regulations for the type of use as well as the type of sign.

Sec. 17.16.180 regulates Temporary Signs for a specific temporary use. Sec. 17.24.150 regulates the following signs: Construction Signs, Subdivision Directional Signs, Political Signs, Real Estate Signs, and other Temporary Signs.

**General Restrictions for temporary signs for a specific temporary use:** (Sec. 17.16.180)

- One (1) Temporary Sign is permitted per street frontage.
- Total sign area is limited to 64 square feet (SF), with a maximum of 32 SF per face.
- NO sign may be located off-site or in the public right-of-way.
- Upon approval of the Temporary Use permit, a sign may remain in place for as long as the specific temporary use is allowed to operate.

**General Restrictions for temporary signs for an established / permanent use:** (17.24.150)

- Freestanding, window or wall sign only
- Total sign area not to exceed 40 square feet
- Comply with setback regulations for the district in which it is located
- Not located above the roofline.
- Sign may not remain in place no more than two, 30-day periods in any one calendar year, except that the planning director may, for good cause, extend the time period up to 30 days upon application.

**Specific restrictions for All Temporary Signs:**

- Louisville Municipal Code should be reviewed for more specific sign requirements no matter what type of sign or location of sign is being requested.
- Consultation with a staff member within the Department of Planning and Building Safety is recommended.

**ALL applications must include payment of the Temporary Use Fee. See the attached Development Review Fees Schedule for the appropriate amount. Checks should be made payable to "City of Louisville".**

**Application Checklist:** All Temporary Sign application shall include the following information.

- Sign detail
- Exact dimensions
- Materials used
- Sign text
- Height (if ground mounted)
- Method of installation
- Location of sign on a PUD site plan (not required for building mounted signs)
- Depiction of sign location on building elevation drawing (for wall mounted signs only)

## 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.



	<b>FEE</b>	<b>Project types requiring a public hearing will also pay a publication fee of \$85.00 for each required public notice.</b>
<b>ANNEXATION &amp; ZONING</b>		
Annexation & initial zoning **	\$6415	
Rezoning **	\$3810	
Zoning Map Amendment **	\$480	
<b>PLANNED UNIT DEVELOPMENT</b>		
PUD – preliminary review (< 7 acres) **	\$2590	
PUD – final review (< 7 acres) **	\$2590	
PUD – preliminary review (> 7 acres) **	\$3165	
PUD – final review (> 7 acres) **	\$2590	
PUD – amendment **	\$1715	
Administrative PUD amendment	\$515	
<b>SUBDIVISION</b>		
Preliminary plat (< 15 acres) **	\$1240	
Preliminary plat (> 15 acres) **	\$3240	
Final plat (all) & Final agreement(s) (with final PUD) **	\$965	
Final plat (not accompanied by a PUD) **	\$1775	
Minor subdivision **	\$1775	
<b>SPECIAL REVIEW USE</b>		
Special Review Use (SRU) **	\$1110	
SRU amendment **	\$910	
SRU (use only, no development) **	\$420	
SRU administrative amendment (70% cost of SRU no development)	\$335	
Day Care (Neighborhood 6 – 12 children) **	\$345	
<b>Planned Community Zone District</b>		
PCZD (< 100 acres) **	\$4920	
PCZD (> 100 acres) **	\$6525	
Minor PCZD amendment **	\$760	
<b>TEMPORARY USES</b>		
Temporary use permit (administrative)	\$185	
Temporary use permit (public review) **	\$260	
Temporary sign permit	\$90	
<b>CMRS FACILITY</b>		
Public review **	\$6515	
Administrative review	\$2790	
<b>OTHER LAND USE FEES</b>		
Louisville Municipal Code Amendment **	\$420	
Easement or right-of-way vacation **	\$1785	
Floodplain development permit **	\$395	
Historic Preservation Commission – Major Demo Permit Review	\$445	
Historic Preservation Commission – Minor Demo Permit Review	\$50	
Variance or Appeal of the Zoning Administrator Decision	\$725	
Variance – After the fact **	\$975	
Oil & gas production permit **	\$1225	
1041 Permit **	\$1225	
Vested Right Request **	\$1540	
LP Gas Sales and Exchange	\$565	

These fees are adopted pursuant to City of Louisville Ordinance No. 1291, Series 1998 and Ordinance No.1603, Series 2011. Signed and ordered this day, December 17, 2013:

*Malcolm Fleming*

Malcolm Fleming, City Manager

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**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: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**SIGNATURES & DATE**

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

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

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

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

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

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

**CITY STAFF USE ONLY**

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