



City of Victor
 500 Victor Avenue
 Victor, CO 80860
 719-689-2284
 cityofvictor.com

**TEMPORARY USE OR TEMPORARY STRUCTURE
 PERMIT CHECKLIST**

Only **complete** applications will be accepted. Please use the following Checklist to complete your application.

Applicant	City	Checklist Items (Requirements for Submittals May Be Adjusted At Pre-Application Meeting)
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		Pre-application meeting with City Staff held on:
		Zoning Application Form
		Completed Checklist (this form)
		Letter of Authorization (if applicant is not the property owner)
		Documentation of legal ownership in the property
		Written statement describing nature and duration of temporary use or structure and compliance with 16-12-20 or 16-12-40 of the VMC. Detail potential noise, parking, lighting or signage impacts on the neighborhood. List any permanent or temporary alterations to the site to accommodate the temporary use or structure.
		Fees
		Application Fee: See Fee and Fine Schedule (Non-Refundable)
		Submittals
		Site Plan (max. 11"X17") 3 copies (includes parcel boundaries, location of existing and proposed improvements, setbacks, parking and traffic plan showing
		Other details per City of Victor Development Plan Manual
		Other Documents: Provide a copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		Insurance: Proof of liability insurance listing the City as an additional insured
		Additional material/information as requested by City staff
Note:		Additional copies will be required for: <ul style="list-style-type: none"> ▪ Resubmittals ▪ Outside agency referrals