



**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.

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