

## TEMPORARY USE PERMIT

Los Alamos County Community Development Department  
1000 Central Ave, Suite 150, Los Alamos NM 87544  
(505) 662-8120

**Note:** *temporary use in Los Alamos County is defined as a use of a temporary, seasonal or transition nature and can include such uses as construction project equipment, temporary dwelling units, firewood sales, Christmas tree sales, fairs, carnivals, etc. (as defined in Los Alamos Development Code – Chapter 16-278).*

Describe the Temporary Use request:

Address of Property to which the Temporary Use applies:

Legal Description: Area \_\_\_\_\_ Tract(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

Zoning District: \_\_\_\_\_ Project Acreage \_\_\_\_\_

**APPLICANT** [Unless otherwise specified, all communication regarding this application shall be to Applicant]:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

Please Print

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

X \_\_\_\_\_

SIGNATURE

DATE

**PROPERTY OWNER** (If different from Applicant)

Check here if same as above

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

Please Print

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

Owner's Mailing Address

*My signature below indicates that I authorize the Applicant to make this application on my behalf.*

X \_\_\_\_\_

SIGNATURE

DATE

**CDD Application Number:** \_\_\_\_\_ **\$25 Fee Paid:** \_\_\_\_\_

**Permit Expires On:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

**TEMPORARY USE REVIEW CRITERIA:**

*The Los Alamos County Code of Ordinances, Chapter 16, Development Code, Sec. 16-122(l) Applications for temporary use permits may be made by the owner of any parcel of property to be affected and shall be submitted to the community development department.*

*Applications for temporary use permits shall be in conformance with this section and shall contain the following information: Please review each of the criteria listed and provide short comments on how your application meets the criteria in the space provided. (Attach additional sheets if needed.)*

1. Will the granting of the Temporary Use Permit be detrimental to the health, safety or general welfare of persons residing or working in the vicinity of the proposed use, or be detrimental to property values within the vicinity of the proposed use?
  
2. Will parking for the proposed use be adequate? Are sanitary facilities provided (trash receptacles, public toilets, etc.)? Explain.
  
3. How long is the "temporary use" proposed to last? What will be the hours of operation? What days per week?
  
4. Is there any noise, lighting, or fumes associated with the "proposed use"? Explain.

**SUBMITTALS:**

**Provide all information necessary for a complete review of the request. Check each of the boxes to indicate which information you have provided, and, if possible, also provide one complete copy of all materials on disk:**

- Proof of property ownership.**
  
- A scaled drawing or map including all information pertinent to the request:**
  - Existing structures and dimensions and locations of temporary structures. (Tents, portable toilets, etc.)
  - Show and label the exits and entrances on the site.

**Other. Describe:** \_\_\_\_\_

Conditions of Approval: See Attached N/A

Approved by **CSD**: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: See Attached N/A

Approved by **Risk Mgmt**: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: See Attached N/A

Approved by **Traffic**: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: See Attached N/A

Approved by **EPM**: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: See Attached N/A

Approved by **Utilities**: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: See Attached N/A

Approved by **Fire**: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: See Attached N/A

Approved by **Police**: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: See Attached N/A

**Denied by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reason for Denial:** \_\_\_\_\_

**Denied by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reason for Denial:** \_\_\_\_\_