



## TEMPORARY USE PERMIT (TUP) APPLICATION

Teton County Planning Department  
150 Courthouse Drive, Room 107, Driggs, Idaho 83422  
Phone: (208) 354-2593  
www.tetoncountyidaho.gov

*The planning staff is available to discuss this application and answer questions both before and after the application is submitted. Once the application is determined to be complete, it will be reviewed by the planning administrator or his/her designee and a written decision will be provided to the applicant.*

### SECTION I: PERSONAL AND PROPERTY RELATED DATA

**Landowner:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Zip Code \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Agent/ Consultant:** \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Requested Land Use ~Specify date(s) of event \_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, have reviewed the attached information and found it to be correct. I also understand that the items listed below are required for my application to be considered complete.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I, the undersigned, am the owner of the referenced property and do hereby give my permission to \_\_\_\_\_ to be my agent and represent me in the matters of this application. I have read the attached information regarding the application and property and find it to be correct.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Location and Zoning District: (Planning Staff use)

Project Address: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_ Total Acreage: \_\_\_\_\_  
Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Overlays \_\_\_\_\_ Fee Amount \_\_\_\_\_  
Date Paid \_\_\_\_\_ By \_\_\_\_\_ Check # \_\_\_\_\_

## **SECTION I: CHECKLIST OF REQUIRED ITEMS** (Discuss with Planning Staff)

- \_\_\_\_\_ Latest Recorded Deed to the Property (proving who owns the subject property).
- \_\_\_\_\_ Affidavit of Legal Interest (when there are multiple owners, a trust, or a corporate ownership- who is authorized to represent the property).
- \_\_\_\_\_ Letter of Authorization if a consultant, or engineer processes the application.
- \_\_\_\_\_ This completed application form.
- \_\_\_\_\_ **Fee.** A filing fee as set by the current fee schedule shall be submitted by the property owner or owner's representative at the time of filing an application. The County shall accept no application or filing fee until the applicant for consideration of the request submits a complete application with required information and data.  
*\*\*\*Fees are non-refundable.*
- \_\_\_\_\_ Narrative that addresses each of the Temporary Use standards listed below.
- \_\_\_\_\_ Site Plan (Discuss with the Planning Department what type of site plan would be needed. The staff may be able to create simple site plans from the county GIS).

## **SECTION III: REVIEW CRITERIA:**

Application Review: The Planning Administrator may send the application materials to Eastern Idaho Public Health District, the County Engineer, the Sheriff's Office, the Fire Protection District, and/or any other public agencies, homeowners associations or other entities that may provide comment on the application materials. Within fourteen (14) days of determining an application complete, the Planning Administrator shall review the application materials and may approve or deny the Temporary Use application. In the case where an application is denied, the applicant may resubmit a substantially revised application or may appeal the Planning Administrator's decision to the Board of Adjustment, who shall hold a Public Hearing and consider the appeal.

The review criteria below shall apply to all allowed temporary uses unless otherwise expressly stated.

1. Uses of land and structures that require installation of permanent water, sewer or electrical facilities, regardless of their seasonal or intermittent use or character are regulated as permanent uses of land and are not eligible for a Temporary Use Permit under this section.
2. The proposed site shall be adequately served by streets or highways that have sufficient width and improvements to accommodate the kind and quantity of traffic that such temporary use will or could reasonably generate.
3. The temporary use will have no significant adverse effect on nearby properties or jeopardize public health, safety, or general welfare.

4. Adequate parking will be provided to accommodate the vehicular traffic to be reasonably generated by such use. Parking will be available either on-site or at approved alternate locations.
5. Adequate sanitation facilities will be available on the site.
6. Permanent signs are prohibited. All temporary signs associated with the temporary use shall be erected no more than 14 days prior to the start of the event and shall be removed within 2 days after the activity ends.
7. The owner or operator of a temporary use shall be responsible for the storage and removal of all trash, refuse, and debris occurring on the site. Furthermore, all trash storage areas shall be screened from view of adjacent rights-of-way and the site must be maintained in a clean and safe manner.
8. No temporary use shall be established that is intended to be a permanent use on the site.
9. The temporary use regulations of this subsection do not exempt the applicant or operator from any other required permits, such as health department permits.
10. The temporary use or special event has adequate security measures, according to the Teton County Sheriff's Office, to ensure public safety. Additional fees may be assessed by the Sheriff's Office.

**Permit Conditions of Approval:** Reasonable conditions may be required in connection with the approval of any temporary use permit which are deemed necessary to protect the public health, safety and welfare and the social and economic well being of those who will use the temporary use, residents and landowners immediately adjacent to the proposed use, and the community as a whole. Any condition imposed must be clearly specified in writing on the temporary use permit.

**Term of Permit:** A temporary use permit issued pursuant to this section shall be limited to a maximum duration of 180 consecutive days per year, unless otherwise specifically authorized in the terms of the Temporary Use Permit or as otherwise provided in this section.

**Bond and Clean-Up Deposit:** In its approval of a Temporary Use Permit for a special event, the county may—as it deems necessary to comply with these standards and applicable permit review criteria—require provision for a bond and damage or clean-up deposit, or other financial guarantee to provide that the site is restored to its former condition and any damages are repaired.

**Revocation:** The Planning Administrator may revoke a Temporary Use Permit at any time when a condition or conditions of the permit is not being met and/or the public health, safety, or welfare is being compromised by the continued operations of the temporary permit or special event. The Planning Administrator shall issue a cease and desist order to revoke the permit.