



TEMPORARY USE PERMIT (TUP) APPLICATION

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

Applicants for a Temporary Use Permit are required to have a pre-application conference with the Planning Administrator/designee to determine the nature and scale of the proposed use. Major Temporary Uses are required to provide notification of the proposed use to nearby landowners through certified mailing.

Section I: Personal and Property Related Data

Landowner: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email: _____
Applicant: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email: _____
Event Coordinator/Promoter: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email: _____
Responsible Person On-Site: _____
Address of Proposed Temporary Use: _____
Event or Site Name: _____
Dates of Proposed Temporary Use: _____
Description of Proposed Temporary Use: _____
Event Dates: _____ Event Hours: _____
Set Up & Prep Dates: _____ Closure & Cleanup Dates: _____
Emergency Contact Name & Phone Number: _____
Secondary Emergency Contact Name & Phone Number: _____

Section II: Temporary Use Standards

1. Do you intend to erect or install any physical structures for this proposed temporary use?
 Yes No If you answered “yes”, please identify each structure. Note: All structures must be temporary. Permanent water, sewer or electrical facilities are not permitted.

Structure Description	Date Up/Date Down

2. How do you plan to accommodate vehicles arriving at and departing from the proposed temporary use site? In your response, please reference a detailed site plan showing traffic flow into and out of your site. If you anticipate that more than 50 vehicles will arrive at or depart from the temporary use site near the same time, please also show/explain how you plan to direct traffic as vehicles enter and exit your site. (Note: Only law enforcement officers are authorized to direct traffic on public roads)

3. How many vehicles do you expect to have at one time at the site? _____
Describe your plan to provide parking. Include in your description and site plan how you intend to guarantee access for emergency vehicles (including ambulances, fire trucks, or law enforcement vehicles) called to the temporary use site.

4. In the case of Major Temporary Uses, the properties within 300 feet of the location of the proposed temporary use are required to be notified by certified mail. If this is the case, the County will provide the applicant a list of property owners as well as a letter stating the applicant’s intended application and brief description of the proposed use. The applicant shall complete the mailing and obtain a USPS Certificate of Mailing prior to the application being considered complete.

5. Describe how the proposed temporary use may impact the neighboring properties identified above, and explain how you plan to minimize the impact.

6. Explain what water, toilet and washing facilities will be available to your guests. In your answer, include the number of people you anticipate will be at the site at any given time, the type of drinking water provided, the number and type of toilets and the number and type of washing facilities. (Use Eastern Idaho Public Health guidelines & Department of Environmental Quality Technical Guidance Manual for specific public health regulations. These can be found online.)

Maximum number of guests:

Drinking water provided:

Toilet facilities:

Handwashing facilities:

Shower facilities:

Gray water disposal options:

Other:

7. You must clearly identify the entrance to your temporary use location by address and event/site name for emergency services purposes. Please describe or map the location of all signs, when you intend to place each sign, and when you intend to remove each sign in the table, below. (Note: Signs may be erected no more than 14 days prior to the proposed temporary use, and signs must be removed within 2 days after the temporary use ends.)

Sign Description	Location	Date of Placement	Date of Removal

8. Please estimate the number of gallons of trash that will be generated per day as a result of your proposed temporary use: _____ Describe how you intend to store and remove all trash related to the proposed temporary use. Include in your description how you intend to screen trash storage areas from view and maintain them in a clean and safe manner.

9. Identify each of the other permits that you are required to obtain in order to carry out the proposed temporary use. For each permit, identify the department or agency that issues the permit. In addition, please disclose whether you have already obtained the permit or when you anticipate that you will obtain the permit. (Note: Additional permits could include, but are not limited to: municipal business license, sales tax permit, sign permit, liquor license, burn permit, food vendor permit.)

Permit Description	Issuing Agency/Dept.	Date Obtained or to be Obtained

10. Do you anticipate the possibility that you could have more than 100 guests? Yes No
 If you answered “yes”, describe your security plan, including the number of security officers you plan to have at the temporary use site, the duration for which you plan to have security officers at the temporary use site, the identities of the security officers, whether the security officers are bonded, and a description of the uniform to be worn by the security officers. (Note: Teton County recommends at least 2 uniformed security officers for every 100 people.)

Number	Duration	Identities	Uniform

11. Describe any sound amplification or loud noise associated with your proposed temporary use. Include in your response the anticipated times and duration of the sound, as well as the source of the sound.

12. Describe any artificial light associated with your proposed temporary use. Include in your response the anticipated times and duration of the artificial light, the source and nature of the artificial light, and whether artificial lights will include features to limit the upward projection of light. Please also be aware of the Teton County Lighting Ordinance (Title 8-4-6)

Section III: Attachment Checklist

The following items are included with this application:

- Latest Recorded Deed to the Property (identifying the land owner);
- Affidavit of Legal Interest (required when the owner of the property is a trust, corporation or other business entity, and when there are multiple owners of the property, to show who is authorized to represent the property);
- Letter of Authorization (required where an agent, consultant or engineer processes the application on behalf of an applicant or landowner);
- Filing Fee (the amount of the filing fee is identified on the Teton County fee schedule and is available at the planning department); and
- Site Plan (include a drawing or other depiction showing how you intend to use the property for the temporary use, include proposed areas for parking, camping, emergency access, traffic flow, toilet and wash facilities, and other features).

Section IV: Attestation

I, the undersigned applicant, certify under penalty of perjury of the law of the State of Idaho that the information contained in this application and submitted with this application is true and correct.

Applicant Signature: _____ Date: _____

Section V: Landowner Consent

If the applicant and landowner are different, complete the following:

I, the undersigned land owner, authorize the above-named applicant to engage in the temporary use described in this application on my property, as identified in Section I, above, subject to issuance of a permit by Teton County.

Landowner Signature: _____ Date: _____

This section is for planning staff use only.

Project Address: _____

Parcel Number: _____

Section: ____ Township: ____ Range: ____ Zoning District: ____

Overlays: _____ Fee Amount: _____

Date Paid: _____ By: _____ Check No.: _____

Date Application Received: _____

Deadline to Notify Applicant that Application is Incomplete: _____

Deadline to Approve or Deny Application: _____

Use is exempt minor use major use

Notice to neighbors: required not required

If notice is required, form letter provided on _____ (date)

Application materials sent to (at discretion of planning administrator):

- Teton County Sheriff
- Teton County Emergency Management
- Teton County Engineer/Road and Bridge/Solid Waste
- Teton County Fire Protection District
- Eastern Idaho Public health District
- Waste Hauler (RAD)
- Other: _____