

Temporary Use/Special Events Permit Instructions



City Of Sedona
Community Development Department
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The following procedures are intended for major community events, which will have an anticipated public participation greater than fifty (50) people.

Relevant Ordinances & Timelines

The relevant ordinances governing this permit are:

- City of Sedona Land Development Code (LDC) requirements, Article 4, Temporary Uses
www.codepublishing.com/AZ/sedona/ldc.html
- Per this Ordinance, established by the Sedona City Council and Community Development Department, the following time frame applies:

Type of Permit	Administrative Completeness	Substantive Review Time Frame	Overall	Authorizing Code
Minor	7 calendar days	21 calendar days	28 calendar days	LDC Article 4
Major	21 calendar days	30 calendar days	51 calendar days	LDC Article 4

NOTICE:

All applicants are entitled to request and receive a clarification from the City of Sedona regarding its interpretation or application of any statute, ordinance, code or authorized substantive policy statement as required by Arizona Law, A.R.S. §9-836. You should send a written request, by letter or email, identifying the provision needing clarification, any facts relevant to the requested ruling, your proposed interpretation, and if the issues concern an existing license or a license application

Steps for Obtaining a Permit

- Step 1: MANDATORY PARTICIPATION IN AT LEAST ONE PRE-APPLICATION MEETING WITH THE CITY STAFF MEMBER ASSIGNED TO ACCEPT AND REVIEW SUBMITTED APPLICATIONS – AT A MINIMUM **45 DAYS IN ADVANCE** OF THE SCHEDULED EVENT.

This step includes initial meetings and conversations with the applicant for general orientation purposes. At these meetings, the following items should be discussed:

- The event proposal
- Existing and required zoning
- Area zoning and land use and the degree to which the proposed event is compatible, or could be made compatible
- Identification of preliminary areas of concern such as police and fire protection, health department regulations, insurance risk and traffic control
- Identification of City departments and outside reviewing agencies with whom coordination will be required
- Establishment of data needs
- The application/review/appeal processes
- Filing deadlines (minimum **30 days in advance** of proposed event)
- Provision of application forms and check lists of required items
- Discussion of filing deadlines and late fees

After the initial meeting with the City staff, an additional pre-application meeting with other representatives of City Departments and outside reviewing agencies may be necessary for large or complex community events.

➤ Step 2: APPLICATION SUBMITTAL WITH DESIGNATED CITY STAFF MEMBER

This step includes a meeting with the applicant and staff member a minimum of **30 days in advance** of a proposed event to review the submitted application for completeness. Specifically, the following will be evaluated:

- Application form/check list requirements
- Ownership information
- Location of proposed event
- Traffic control provisions including identification and authorization of use for proposed offsite parking areas and transportation services
- Site plan, details, signage plans, temporary structures
- Collection of application fee and/or posting of required bond
- Identification of contact person or party responsible for event

Once it is determined and verified that the application is correct, the proposal is then given an application number and scheduled for administrative review and decision.

➤ Step 3: REVIEWING AGENCY MAIL OUT

The day following the application submission deadline, the designated staff member provides application plans and other appropriate materials and reports to other City departments and outside reviewing agencies for written comments on each application. A letter is attached briefly summarizing each proposal and its location. The staff member schedules a coordination meeting for each application with these departments and agencies to be held approximately **three (3) weeks prior to the scheduled event**.

➤ Step 4: EVENT COORDINATION MEETING

Approximately **three (3) weeks prior to the proposed event**, a coordination meeting is conducted. The staff member, applicant and representatives from the other City departments and outside reviewing agencies attend the meeting and provide written comments on the proposed event and application. The staff member consolidates all comments into the application file. If any additional information is required, the applicant will be given written notice and a time frame to complete prior to the proposed event.

➤ Step 5: APPLICATION APPROVAL/DENIAL

No later than two (2) weeks prior to the proposed event the City will either approve the Temporary Use Permit request or notify the applicant in writing of its denial based on the following:

- Completeness of the application and supporting materials
- Submission within established deadlines
- Satisfactory resolution of City and outside reviewing agency comments
- Substantiation that information provided is correct
- Provision of required bonding, insurance, and hold harmless
- Satisfactory completion of a field investigation of the proposed event location to assure compatibility with surrounding land uses and zoning

➤ Step 6: APPEALS

An appeal of any decision on a Temporary Use Permit request may be filed by the applicant or any member of the general public **within five (5) days of the decision**. If an appeal is filed within this time period, an appeal panel, consisting of the City Manager, Assistant City Manager, Chief of Police and one Commander, will consider the application. The decision on the appeal panel will be final.

NOTICE

Please be advised that events held without required city permits or held after an application has been denied will be regarded as violations of city ordinance requirements and referred for enforcement to the fullest extent of the law. Maximum Fines up to \$2,500.00 per day may be assessed upon conviction.