

# Special Event Temporary Use Permit

Revised November 2024



## **SPECIAL EVENT TEMPORARY USE PERMIT (SETUP)**

PROCESS GUIDE & APPLICATION

**City of Buckeye  
Development Services Department**

530 East Monroe Avenue  
Buckeye, Arizona 85326

Phone: 623.349.6211

Fax: 623.349.6222

[www.buckeyeaz.gov](http://www.buckeyeaz.gov)

## **APPLICATION PROCEDURES**

### **SPECIAL EVENT TEMPORARY USE PERMIT (SETUP)**

#### **Important Information:**

- **The City of Buckeye now accepts all submittals/resubmittals and payments electronically. Please follow process on the Planning and Zoning webpage. Resubmittals can be directed to the submittal contact found on the Planning & Zoning webpage.**
- A SETUP shall be valid for the time-period stated on the approval letter unless otherwise authorized by the Development Code or respective city department if the event is on city owned property.
- SETUP for Fireworks shows will require a Fire Permit that is applied for under a separate application process. Please contact 623-349-6218 for permitting details.
- Temporary Uses are also subject to the City's licensing regulations. Prior to operation, please contact Business Licensing at 623-349-6165 to ensure all business licensing is in place.
- The SETUP fee is listed on the User Fee Worksheet found on the Planning and Zoning Website at <https://www.buckeyeaz.gov/business/development-services/planning-zoning> under the "Updated Process Guides, Applications and Documents" drop-down under the "Fee Worksheet" section.

#### **Per the 2010 Development Code Temporary Land Uses that require a SETUP include :**

- Temporary Antennas
- Temporary Expansion or Replacement Facilities
- Temporary Sales/Leasing Office
- Temporary Retail Sales (i.e. temporary retail sales of Christmas trees, nursery products, agricultural produce, fireworks, road side stands, yard sales, etc.)
- Temporary Events (i.e. carnivals, festivals, rodeos, etc.)

#### **Temporary Land Uses not on city property that are exempt and do not require a SETUP include:**

- Up to seven, two-day garage or yard sales per dwelling unit per year
- Up to seven Temporary Car Washes per year
- Gatherings of less than 100 people between the hours of 8 a.m. to 9 p.m.
- Temporary Uses that occur within an enclosed permanent building

## SETUP Submittal Checklist (PDF Format)

| <b><u>REQUIRED MATERIALS (IN PDF FORMAT)</u></b>  | <b>Applicant<br/>Checklist</b> | <b>Staff<br/>Verification</b> |
|---|--------------------------------|-------------------------------|
| <b>Application</b> (8.5" x 11" PDF, completed and signed)   | <input type="checkbox"/>       | <input type="checkbox"/>      |
| <b>Fee Worksheet</b> (8.5" x 11" PDF, completed and signed)   | <input type="checkbox"/>       | <input type="checkbox"/>      |
| <b>Project Description</b> (8.5" x 11" or 11x17 PDF)  | <input type="checkbox"/>       | <input type="checkbox"/>      |
| <b>Site Layout Drawing</b> (8.5" x 11" PDF)   | <input type="checkbox"/>       | <input type="checkbox"/>      |
| <b>Affidavit of Structures</b> (PDF Format) (if applicable)   | <input type="checkbox"/>       | <input type="checkbox"/>      |
| <b>Tent and Generator Details</b>   | <input type="checkbox"/>       | <input type="checkbox"/>      |
| <b><u>EVENTS ON CITY OWNED PROPERTY NEED TO INCLUDE THE FOLLOWING:</u></b>                                      |                                |                               |
| <b>All items above under required materials</b>   | <input type="checkbox"/>       | <input type="checkbox"/>      |
| <b>Insurance Coverage Certificate</b> (see last page)   | <input type="checkbox"/>       | <input type="checkbox"/>      |
| <b>Liquor License</b> (Only if alcohol is served see last page)   | <input type="checkbox"/>       | <input type="checkbox"/>      |
| <b>Traffic Control Plan</b> (only if city streets are proposed to be temporarily restricted, blocked, modified) | <input type="checkbox"/>       | <input type="checkbox"/>      |

**\*Note: Per the Development User Fee Schedule, for events that consist of or include a firework show, a separate submittal (in addition to this one) will need to be made to the Building Safety Department. There will be additional fees based on the number of shells being released during the show. Please contact Development Services Permitting at 623-349-6200 or [permitcenter@buckeyeaz.gov](mailto:permitcenter@buckeyeaz.gov) with any questions.**

**Please note: This additional submittal and fees DOES NOT include firework sales, it only pertains to events where a firework show will take place.**

| <b>Temporary Use</b>                          | <b>Affidavit Required?<br/>(If No, apply for Permits*)</b> |
|---|--|
| Temporary Antennas                            | No   |
| Temporary Expansion or Replacement Facilities | No   |
| Temporary Sales/Leasing Office                | No   |
| Temporary Retail Sales                        | Yes  |
| Temporary Events                              | Yes  |



**City of Buckeye**  
**Planning and Zoning**  
**Project Application**

**DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY**

Date: \_\_\_\_\_ Planner: \_\_\_\_\_ Case No: \_\_\_\_\_

**PROPERTY INFORMATION:**

Project Name: \_\_\_\_\_ Associated Cases: \_\_\_\_\_  
 Project Address/Location: \_\_\_\_\_  
 Current Zoning District: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_ Quarter Section: \_\_\_\_\_  
 Request: \_\_\_\_\_

**CASE TYPE:**

Temporary Use Permit       Other: \_\_\_\_\_

**IMPORTANT NOTE ABOUT CONTACT(S):**

The property owner may designate an agent as the coordinator for the project. This person (the applicant) will receive any technical comments and decision letters and will communicate all case information to other parties as required. **All contact for this project will be made through the applicant listed below.**

**APPLICANT/OWNER AUTHORIZED AGENT INFORMATION:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Address Type:  Physical  Mailing  
 Contact Preference:  Email  Business Phone  Home Phone  
 Mobile Phone  Other Phone  Address

**SECONDARY APPLICANT CONTACT INFORMATION:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Address Type:  Physical  Mailing  
 Contact Preference:  Email  Business Phone  Home Phone  
 Mobile Phone  Other Phone  Address

**OWNER INFORMATION:**

**Name/Company:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_ **Other Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Address Type:**  Physical  Mailing    **Preferred Contact Method:**  Email  Business Ph.  Home Ph.  Mobile Ph.  Other Ph.  Address

**PROPERTY OWNER AUTHORIZATION**

I (property owner) \_\_\_\_\_ authorize (owner's Agent) \_\_\_\_\_  
 To file this application on matters related to this request with the City of Buckeye. By signing this form as the property owner, I hereby agree to abide by any and all stipulations that may be assigned by the City of Buckeye as part of any approval of this request.

\_\_\_\_\_  
 Owner Signature

\_\_\_\_\_  
 Date

**Development Services Department**  
 530 East Monroe Ave, Buckeye AZ 85326    Phone 623.349.6211 Fax 623.349.6222



## **Affidavit of Structures**

Date: \_\_\_\_\_

I, \_\_\_\_\_ (owner/authorized agent) have reviewed the Special Event Temporary Use Permit application located at \_\_\_\_\_ for the purpose of \_\_\_\_\_ . I hereby certify that all structures will be erected and maintained subject to all applicable building safety and fire codes and manufacturer's specifications. I also certified that placement of all structures and any other detail of the property will be as illustrated and/or explained in the SETUP application materials.

I further agree to release, hold harmless, defend, and indemnify the City of Buckeye from any liability involving this SETUP should anyone be harmed or property damaged as a result of this approval.

Notwithstanding, I understand that permits and/or inspections may still be required for certain temporary uses as deemed appropriate by reviewing City Departments.

Owner's/Authorized Agent's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

### **DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY**

Date: \_\_\_\_\_

Planner: \_\_\_\_\_

Case No: \_\_\_\_\_

## **Summary of Required Materials**

### **PROJECT DESCRIPTION**

#### **Provide written overview of the following:**

- Description of the event including the purpose and activities planned
- Provide a timeline for the event to include set up, breakdown and road closures
- Anticipated number of attendees
- Anticipated number of vendors and type
- Any proposed road closures
- Public Safety/Security Plan
- Medical Emergency/First Aid Plan
- Tents/Canopies/other Temporary Structures Used
- Restrooms including any ADA restrooms
- Parking Overview
- ADA Accessibility Lighting
- Trash and Recycling Services
- Amplified Sound i.e. bands, PA system, other noises that may be heard
- Dust control plan of any non-paved surface
- Any other events/uses/programming logistics not mentioned above

### **SITE LAYOUT DRAWING**

Do the best you can to draw out the event on 8 1/2X 11 or 11X17 that includes all event details described in the Project Description above. Include labels and dimensions as necessary.

The layout drawing should include: the general layout and location of activities and events to be held. Include entrances to the event, location of fences (including type and height), stage, sound amplification systems, tents, signage, cooking areas, trash and recycling containers, portable restrooms, permanent restroom facilities, and/or ADA accessible restrooms, generators, carnival or amusement rides, fireworks, parking areas, entrances to areas for alcohol consumption, alcohol service areas, security check areas, street or alley closures, location of emergency medical and Fire services along with 20' clearances for entry and exit points, parade routes, and all other special features that may apply

### **TRAFFIC CONTROL PLAN**

Include information and any drawings depicting traffic flow and locations of controls required along with any other details necessary to evaluate any impacts to street closures and/or any other street traffic modifications. Typically, third party companies that help with traffic control will provide this information.

## **TENT AND GENERATORS THAT WILL REQUIRE A PERMIT & INSPECTION**

Temporary Generators 10,000 watts or more.

Tents Greater than 400 square feet with one or more sides panels

Tents greater 700 square feet with all sides open

### **IMPORTANT INFORMATION**

- **If event is on City property only**- Insurance Coverage – Attach Certificate: **INSURANCE COVERAGE OF \$1 MILLION PER OCCURANCE \$2 MILLION AGGREGATE; ADDITIONALLY INSURING THE CITY OF BUCKEYE IS REQUIRED. THE CITY OF BUCKEYE MUST BE LISTED AS THE CERTIFICATE HOLDER.** *NOTE: Actual amount of coverage may be adjusted depending on the nature and scope of your event. For more information contact the City Risk Manager at: [risk@buckeyeaz.gov](mailto:risk@buckeyeaz.gov) or call (623) 349-6251.*
- **An event serving alcohol must first obtain special event liquor license through the State of Arizona and the City of Buckeye Clerk's Office**

For questions regarding the liquor license, please contact the city of Buckeye Clerk's Office:

**Lucinda Aja, City Clerk**

Phone: 623-349-6911

Email: [laja@buckeyeaz.gov](mailto:laja@buckeyeaz.gov)

For questions regarding obtaining a business license and/or liquor license fees, please contact the City of Buckeye Business Licensing Department:

**Jenni Rodriguez, Accounting Clerk Lead**

Phone: 623-349-6061

Email: [licensing@buckeyeaz.gov](mailto:licensing@buckeyeaz.gov)

**NOTE:** *An umbrella business license can be purchased for an additional \$55 to cover the City of Buckeye business license requirement for your organization and all associated vendors for the dates of the event. If you do not have vendors selling services or product this fee is not required. The umbrella license does not generally include the companies setting up the event, just those participating.*

- Restroom Facilities - Per Maricopa County Health Code, at any public gathering for any commercial, religious or public event where adequate permanent toilet facilities are not provided on the immediate premises as required by State law, suitable approved sanitary toilet facilities of the water-flushed or chemical type adequate for the estimated attendance, shall be located within two hundred (200) feet of such gathering. The minimum number to be set by Maricopa County Health Code or as required by the Health Officer. Federal ADA Title II Standards require when portable toilets are provided, at least 5% but not less than one must be ADA accessible.