



TEMPORARY USE APPLICATION REQUIREMENTS

Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Tuesday. First round of comments anticipated complete within 10-12 business days.

REVIEW FEES & BOND:

\$300 REVIEW FEE

\$500 REFUNDABLE BOND

OR \$3000 BOND FOR TEMPORARY SUBDIVISION SALES TRAILER

(INCLUDES 1 REVIEW; ADDITIONAL REVIEWS \$125 EACH)

GL: 103413100 DIST. CODE: 329

GL: 102800100 DIST. CODE: 217

Application Process

A Temporary Use Permit may be applied for in accordance with [Chapter 19.05.10](#) of the Land Development Code (www.SaratogaSprings-UT.gov/landdevcode).

Disclaimer: Please consult current ordinances, including State and City codes, and other legal precedents for applicable law. This application will be subject to any and all valid laws in place at the time a complete application meeting all city ordinances is submitted with all application fees paid. Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

STEP 1 – PREPARE APPLICATION

- Review relevant code.
- Review application checklist(s).
- Prepare application materials & plans.
- Mark included items on the application checklist(s).
- Obtain signatures on Acknowledgement & Certification page and any other required documents.

STEP 2 – APPLY

- Create an account or log in to your Cityworks Public Portal account at: cityworks.saratogasprings-ut.gov/publicaccess
- To review the Public Access Portal Guide, see www.SaratogaSprings-UT.gov/portalguide.
- To submit your application
 - a. Click **Create Application**.
 - b. Choose the **Planning** category.
 - c. Choose the Application type and read the Application Help that displays. This has information to help you verify that you have chosen the correct Application type and may include additional instructions.
 - d. Click **Begin Application** – add requested information. Note that the person listed as the Applicant will receive emailed invoices, status updates, and approval packets. Additional Applicants can be added if desired.

- e. Upload **and label** required and supporting documents.
 - i. This application form & included checklist(s) are a **required upload** – label as Application Checklist(s).
 - ii. The signed Acknowledgement & Certification is a **required upload** – label as Acknowledgement & Certification. Find it at www.saratogasprings-ut.gov/certification. All owners must sign. You can upload multiple copies.
 - iii. Upload and label any other supporting documents.
- f. **Tips for completing your application:**
 - i. You can type in an address, a street or intersection, or choose the exact location on the map
 - ii. Red indicates a required field
 - iii. When adding people, click “more ...” for additional required fields
 - iv. After uploading documents, click “Label” and choose a label. Each required label must be used.

STEP 3 – COMPLETENESS REVIEW

- Relevant departments will review your application and materials for completeness.
- Comments on incomplete applications will be available via the portal.
- Upload additional/corrected documents via the portal as requested.
- Applications are not accepted until they are deemed complete and fees are paid.

STEP 4 – PAY FEES

- After the application is deemed complete, fees can be paid using the portal via credit/debit card (3% convenience fee may apply) or e-check.
Physical checks accompanied by an invoice may be delivered to:
City of Saratoga Springs
Planning Department
319 South Saratoga Rd
Saratoga Springs, UT 84045
- After fees are paid, the application will enter formal review.

STEP 5 – REVIEW

- The complete application will be routed for review the first business day after fees are paid.
- The application is now under review. You can follow the review process via the portal.
- After being routed to City staff, most applications will receive a response via the portal within 10-12 business days.
- Reviews for large projects or those with complex circumstances may require additional time; in these instances, the City will notify the applicant of the extended review period.
- A Comment Review Meeting (CRM) may be requested after comments are sent to the applicant.

STEP 6 – PREPARE RESUBMITTAL (as needed)

- Update your plans and/or documents to incorporate staff comments/redlines.
- If any staff comments have not been addressed, the resubmittal will not be accepted.
- To resubmit for review, upload updated documents via the portal.

STEP 7 - APPROVAL

- When your application is approved, your approval letter will be uploaded to Cityworks.
- Planning Commission and/or City Council approval are required for some applications. Your Planner will assist you through that process. Applications that are not reviewed and ready for Commission/Council review will not be added to an agenda.

Questions on the application process? See the Cityworks Public Portal User Guide at www.saratogasprings-ut.gov/portalguide or contact us at 801.766.9793 x 155 or Planning@SaratogaSprings-UT.gov.

Questions about comments after staff review? Reach out to the planner – she or he is the project manager for your application. A comment review meeting (CRM) can be scheduled upon request.

Planning Checklist Items

| Applicant | City Use Only | <i>Check or initial the applicable boxes to indicate the items have been included. The application will not be accepted if the checklist is incomplete.</i> |
|-----------|---------------|--|
| | | 1. Project Name: _____ |
| | | 2. This application with the applicant column of this checklist initialed by the applicant, uploaded with the label: <i>Application Checklist(s)</i> . |
| | | 3. Signatures of the applicant and all property owners on the Acknowledgement & Certification page. Upload this document with the label: <i>Acknowledgement and Certification</i> . |
| | | 4. Items below labeled as: <i>Checklist Items</i> . |
| | | <ol style="list-style-type: none">Description. A written description of the proposed use including requested length of permit, location(s), structure or vehicle type, date(s) and hour(s) of operation, and any other information verifying compliance with the standards of this Code. |
| | | <ol style="list-style-type: none">Authorization for Use. If the applicant is not the owner of the property, the ownership shall be identified along with written evidence of permission of the owner for such use to take place, dated no more than three months prior to the application. |
| | | <ol style="list-style-type: none">Written Approval. If applicable, written approval from required brick-and-mortar businesses within 300 feet (use form below). |
| | | <ol style="list-style-type: none">Site Review. A vicinity map and site plan with sufficient information to determine the primary use of the property and the required site requirements, sanitary facilities, and availability of parking to serve the uses. |

TEMPORARY USE PERMIT

SIGNATURES FROM BUSINESSES WITHIN 300 FEET

Name of Temporary Business: _____

Location of Temporary Business: _____

Dates of Operation for Temporary Business: _____

Signatures of business owners or business managers within 300' of the proposed temporary business location are required before the City of Saratoga Springs Planning Department can issue a temporary use permit at the requested location.

By signing below, I acknowledge that I am aware of the proposed temporary business, the proposed location, and the proposed dates of operation and I verify that I do not have concerns with the location or dates of operation.

| | | | |
|-----|------------------|-----------------------------------|-----------|
| 1. | Name of Business | Name of Business Owner or Manager | Signature |
| 2. | Name of Business | Name of Business Owner or Manager | Signature |
| 3. | Name of Business | Name of Business Owner or Manager | Signature |
| 4. | Name of Business | Name of Business Owner or Manager | Signature |
| 5. | Name of Business | Name of Business Owner or Manager | Signature |
| 6. | Name of Business | Name of Business Owner or Manager | Signature |
| 7. | Name of Business | Name of Business Owner or Manager | Signature |
| 8. | Name of Business | Name of Business Owner or Manager | Signature |
| 9. | Name of Business | Name of Business Owner or Manager | Signature |
| 10. | Name of Business | Name of Business Owner or Manager | Signature |
| 11. | Name of Business | Name of Business Owner or Manager | Signature |
| 12. | Name of Business | Name of Business Owner or Manager | Signature |

STOP

Complete and submit at the END of your temporary use period.

Request for Temporary Use Bond Release

Steps to receiving a refund of the bond amount:

1. After the end of the temporary use, fill out this form completely.
2. Upload the completed form via the online portal.
3. Inspection can take up to 2 weeks to complete.
4. If the location has been returned to its original condition, a refund check for the temporary bond will be mailed to the original applicant, generally within 6-8 weeks after the inspection is completed.
5. Questions regarding the inspection can be sent to Code Enforcement at CEinbox@saratogasprings-ut.gov or call 801-766-9793 x 247. Please reference the case (PL) number.

I am formally requesting for The City of Saratoga Springs to perform a Bond Release Inspection on our Temporary Use location. I am requesting a refund of the bond after the site is deemed clear and returned to its original condition.

Applicant Information

| | |
|------------------|---------------------------|
| First Name | Click here to enter text. |
| Last Name | Click here to enter text. |
| Address | Click here to enter text. |
| City, State, Zip | Click here to enter text. |
| PL# | Click here to enter text. |
| Project Name | Click here to enter text. |