



**City of Phoenix**  
PLANNING AND DEVELOPMENT DEPARTMENT

January 9, 2012

**Re: New Temporary Use Regulations and New Administrative Temporary Use Permit Process**

Dear Sir or Madam:

We are contacting you because we have on record that you have previously applied for Temporary Permits with the Zoning Team of the Planning Division at the City of Phoenix. This letter is to inform you of changes adopted for Chapter 7 Section 708 "Temporary Uses" of the Phoenix Zoning Ordinance so that you can better prepare yourself for your next temporary use request. Ordinance G-5644 was adopted by the Phoenix City Council on July 6, 2011 and was effective August 5, 2011. Additionally, we have a new submittal process for temporary use requests called the Administrative Temporary Use Permit (ATUP) process. Any applications for temporary uses will be required to comply with these regulations and the new administrative procedures. Please refer to our website at [www.phoenix.gov/planning/tempuses.html](http://www.phoenix.gov/planning/tempuses.html) to review Ordinance G-5644 and the new ATUP packet.

The purpose of this letter is to also explain the regulations regarding the temporary retail sales of merchandise on private properties (i.e. flower/merchandise sales for Valentine's Day or Mother's Day). The following highlights a few of the new requirements and changes:

- There is NO longer an "over-the-counter" pink temporary card. You must submit your ATUP application ahead of time. Please allow 7 business days for staff to process.
  - The merchandise (i.e. flowers, toys, blankets) being sold temporarily outdoors must also have a display or be made available for purchase inside the existing business on the property.
  - The applicant for the ATUP request must be the owner of the existing business on the site and cannot be an individual or group not affiliated with the business on-site.
  - The letter of authorization from the property owner must include the following:
    1. Complete property owner contact information (name, address, phone number) and should match what is on record with the Maricopa County Assessor's office at [www.maricopa.gov/assessor](http://www.maricopa.gov/assessor).
    2. They are the property owner or they are authorized to sign on behalf of the property owner.
    3. If there is a person submitting the ATUP application other than the business/property owner then the letter will state that the applicant has authorized a "representative" and state the name of that representative.
- \*Please refer to the example letter of authorization/request attached to this letter.*
- A completed site plan/sketch map of the property is required. An aerial print out with a highlighted area will not be sufficient as part of your application materials. Please refer to the example site plan/sketch in the ATUP packet.

Please refer to the entire ATUP packet and ordinance for the complete list of regulations and instructions. If you have any further questions please call our Planning and Zoning line at 602-262-7131 option #6 or visit our zoning counter staff at Phoenix City Hall, 200 West Washington Street, 2<sup>nd</sup> floor, Phoenix, AZ 85003.

Sincerely,

Wathna Sayasane  
Planner I



**City of Phoenix**  
PLANNING AND DEVELOPMENT DEPARTMENT

Enero 9 del 2012

**Asunto: Cambios en las regulaciones de Permisos Temporales**

Estimado señor o señora

Le estamos contactando porque tenemos un registro que usted ha solicitado anteriormente "Permisos Temporales" de la de la División de Planificación/Zonificación de la Ciudad de Phoenix. Esta carta es para informarle sobre cambios en el proceso de "Permisos Temporales". La información le ayudara si usted desea solicitar un permiso temporal en el futuro.

Tenemos un nuevo proceso para peticiones de permisos temporales llamado ATUP (por sus siglas en ingles). Cualquier aplicación para usos temporales como permisos para vender mercancía el día de San Valentín, el día de las Madres (arreglos florales, peluches, etc) tendrá que cumplir con los nuevos requisitos. Lo siguiente describe los nuevos requisitos y cambios.

- No se otorgara el permiso el mismo día. Debe someter su aplicación de Permiso Temporal con anticipación. Puede tardar hasta 7 días hábiles para procesar la aplicación.
- La mercancía (es decir flores, peluches, etc) que será vendida afuera también debe ser exhibida dentro del negocio.
- Si el solicitante del permiso no es el dueño de la propiedad, entonces se debe mostrar un documento donde el dueño autoriza tal permiso.
- Un croquis o mapa de la propiedad es requerido. Una fotografía aérea con el lugar donde se establecerá subrayado no será suficiente. Por favor refiérase al ejemplo incluido en el paquete de Permisos Temporales (ATUP) para ver que tan detallado tiene que ser el croquis.

La carta de autorización del dueño de la propiedad debe incluir lo siguiente:

1. Información del dueño (nombre, dirección, numero de teléfono) y debe de ser la misma información que esta registrada con el condado de Maricopa en [www.maricopa.gov/asesor](http://www.maricopa.gov/asesor).
2. Si la persona que firma la carta no esta registrado con el condado como el dueño, entonces la carta debe incluir un párrafo donde especifique el nombre de la persona ya sea el representante o encargado del negocio y debe decir que esta persona esta autorizada para firmar la carta.

Usted puede encontrar el paquete de Permisos Temporales (ATUP), las regulaciones e instrucciones en nuestra página <http://phoenix.gov/PLANNING/zoninf14.pdf>. Si tiene alguna pregunta por favor llame al numero 602-262-7131 opción #6 o puede visitarnos en 200 West Washington Street, Phoenix, AZ 85003, Segundo Piso, Mostrador # 10. Si necesita asistencia en español, por favor de contactar a Aracely Herrera al 602-495-0383.

**EXAMPLE AUTHORIZATION LETTER FOR TEMPORARY PROMOTIONAL  
RETAIL SALES EVENT**

To the City of Phoenix:

**(PART 1)**

I, *(first and last name)*, am the property owner for *(address where temporary event will be held)* and would like to request for a temporary promotional retail sales event for *(name of business on-site)*.

**OR**

I, *(first and last name)*, have been authorized to conduct a temporary promotional sales event for *(name of business on-site)* by the property owner *(name)*.

**(PART 2)**

We will be displaying/selling *(description of merchandise being sold)* inside our business as well as requesting a temporary outdoor display/sales area. The dates of the temporary event are *(insert dates)* and will be conducted during the hours of *(insert times of operation)*.

**(PART 3)**

I have authorized *(insert name of representative)* to be my representative and to sign and pay for any permits related to my request for a temporary promotional retail sales event.

Sincerely,  
*(signature)*

*(Print first and last name)*  
*(Address)*  
*(phone number)*  
*(email)*