



Planning & Development
11701 Community Center Drive
Northglenn, CO 80233
P: 303-450-8739
F: 303-450-8708
northglenn.org

TEMPORARY USE PERMIT

Temporary Outdoor Dining

Application Guide

OVERVIEW

A Temporary Use Permit allows certain uses for a specific period of time. Section 11-3-3 of the city's Unified Development Ordinance (UDO). Due to the COVID-19 pandemic, the city is allowing temporary outdoor dining areas in parking lots and other locations on private and public property. Locations for these services will need to be in areas identified in a Temporary Use Permit that is to be reviewed and approved by the City of Northglenn. In addition to City requirements listed below, businesses are expected to follow State Health Guidelines to achieve social distancing and best practices developed in the COVID-19 recovery plan.

SUBMITTAL REQUIREMENTS

The following application package must be submitted to the Planning and Development Department to commence review. Submittals should be electronic, or one (1) paper copy will also be accepted. Any missing information may cause the application to be incomplete and, therefore, rejected.

- Completed **Application Form**.
- Project Description Letter** that summarizes the proposed temporary use including duration, dates and times of the event, and how the event will be run and managed.
- Site Plan** that shows the location where any outdoor dining areas will be purposed. Any applicable information provided within the checklist on subsequent pages, should also be delineated on the site plan attached.
- If your liquor licensed business intends to sell or serve alcohol in any temporary outdoor dining area, a modification of premises permit from the State of Colorado and City of Northglenn Liquor Licensing Authorities will also be required. You will need to submit an additional [application](#) to the City Clerk's Office at landrews@northglenn.org. Although the State Liquor Enforcement Division requires a \$150.00 fee upon submission of the application, fees may be eligible for reimbursement by the city through CARES Act funds upon State approval of the modification of premises permit.
- Completed **Federal W-9 form** that will be required for the city's reimbursement to you as a result of fees required by the State during their review of liquor licensing.
- Additional Information**, as may be required by the the city if applicable to the proposed Temporary Use Permit request.

PROCESS

- Applications can be submitted electronically to development@northglenn.org or directly to Planning and Development Department staff at City Hall (11701 Community Center Drive).
- Upon receipt of an application, the Planning staff will review the application package for completeness. If the application is deemed complete, then the Temporary Use Permit submittal will be referred out to various city departments for review, including the city's Planning Division, Building Division, Public Works Department, City Clerk's Office, as well as North Metro Fire Rescue.
- The city's review will be completed within 5 business days of submittal. Staff will inform you if additional information is required.



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- Once an application has been reviewed by city staff, it can be approved administratively by the Director of Planning and Development, providing it complies with all applicable city code provisions.
- In order for a Temporary Use Permit to be approved, it must meet the approval criteria outlined in Section 11-6-5(c)(3)(C) of the code, which is further described later in this guide. Approvals may include conditions which must be adhered to. Staff will provide a Temporary Use Permit that must be available for inspection at the site.
- Any decision on a Temporary Use Permit made by the Director may be appealed to the Planning Commission.

CODE REQUIREMENTS

Section 11-6-5(c) of the Unified Development Ordinance (UDO) addresses the requirements for a Temporary Use Permit. The following references are excerpts pertaining to the Temporary Use Permit review process. Please refer to the city's Municipal Code for a complete listing of all requirements outlined in the UDO.

Section 11-6-5(c)(3)(C). Staff Review, Correspondence, and Action

- (i) Review and Decision
The Director shall review the temporary use permit application according to the criteria below and the Director shall approve, approve with conditions, or deny the permit.
- (ii) Temporary Use Permit Approval Criteria
In reviewing a temporary use or structure, the Director shall consider whether the proposed use or structure:
 - (a.) Is consistent with the Comprehensive Plan;
 - (b.) Complies with applicable temporary use standards, as well as all other applicable standards in this UDO;
 - (c.) Adequately mitigates any impacts associated with access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, and odor; and
 - (d.) Complies with all requirements and conditions of approval of any prior development permits or approvals.

Section 11-6-5(c)(3)(D). Post-Decision Actions and Limitations

Post-decision actions and limitations in Subsection 11-6-3(h) shall apply, with the following modifications:

- (i) Effect of Approval
A temporary use permit authorizes establishment, construction, or installation of the approved temporary use or structure in accordance with the terms and conditions of the permit.
- (ii) Expiration of Approval
A temporary use permit shall be valid beginning on the date specified on the permit and shall remain valid for the time period indicated on the permit. Upon request, the Director may grant a one-year extension; however, in no case shall a temporary use permit be valid for more than one year after its original expiration date. This one-year extension period may not be further extended. Any temporary use permit requesting an approval period beyond one year shall require a special use permit approval pursuant to subsection b.
- (iii) Removal and Restoration
Before the expiration of a temporary use permit, the permittee shall disconnect all temporary uses and structures, and associated property and equipment, and free the temporary use site from all trash, litter, and debris to the satisfaction of the Director.
- (iv) Appeal to the Planning Commission
The applicant may appeal the denial, revocation, or suspension of a temporary use permit to the Planning Commission in accordance with Subsection 11-6-7(d)., *Appeal*.



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TEMPORARY USE PERMIT APPLICATION
Temporary Outdoor Dining
Planning and Development Department

PROJECT INFORMATION

General Description of Request: _____

Attach hereto a Project Description Letter that describes in detail the request.

Property Address or Location: _____

Legal Description: _____

Zoning District: _____ Lot area: _____

PROPERTY OWNER(S) INFORMATION

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

BUSINESS OWNER (If other than owner)

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

BUSINESS OWNER CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Business Owner Signature: _____ Date: _____

Property Owner(s)' Signature(s): _____ Date: _____

STAFF USE ONLY:

Case Number:

Date Application Received:



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PLEASE ATTACH A SITE PLAN TO THIS APPLICATION

Hour of Operations(s) _____

Proposed Use and Activity in Expanded Area _____

Proposed Number of Outdoor Tables and Chairs _____

Site plan should include location and spacing

Signs (Location, number, type and sizes) _____

Site plan should include location identification

Existing Tenant Space (Square feet) _____

Proposed Increase in Tenant Space (Square feet) _____

Food License (yes/no) _____

Liquor License (yes/no) _____

Expansion of Liquor Premise (yes/no) _____

The means to transport alcoholic beverages between the storefront and outdoor premise shall be identified on attached site plan

Tents (Number and size) _____

Please note that tents are regulated and inspected by North Metro Fire Rescue District

Generator(s) (Number and size of fuel tank) _____

Please note that generators are regulated/inspected by North Metro Fire Rescue District

Restroom Facilities/Trash Collection Locations and Use Standards (yes/no) _____

Please include locations on site plan and required spacing that meet TCH guidelines

Temporary Barriers/Enclosures (yes/no) _____

Site plan should include locations and type of barrier being used; gates should provide method of locking or latching, if applicable

Exterior lighting (yes/no) _____

Please note all exterior lighting shall comply with the provisions in Section 11-4-9, Exterior Lighting in the UDO

Live Music/PA System/Loud Speakers (yes/no) _____

Please note no operation shall generate sound that exceeds 65 decibels at any point of any boundary line of the property

Actual Occupant Load _____

Indoor occupant load cannot exceed 50% or a maximum of 50 patrons

Detailed Parking and Traffic Flow Plan (Please attach to application): Should include parking lot entrances/exits to determine access will not be obstructed, identify number of parking spaces used (if any), including accessible spaces, and plan for accommodating patrons with remaining parking spaces on and/or off premise parking. (Note – if using an accessible space, it will need to be re-located and compliant with ADA standards.)

Please Complete and Upload W-9 Form