



City of Englewood  
 Community Development Department  
 1000 Englewood Parkway  
 Englewood, CO 80110  
 303-762-2342  
 englewoodco.gov

**TEMPORARY USE PERMIT  
 CHECKLIST**

Only **complete** applications will be accepted.

Please use the following Checklist to complete your application.

**Submittals will only be accepted via <https://ims.englewoodco.gov>**

Apply under Planning Projects: Submit Application → Use → Temporary Use

Applicant √	City √	Checklist Items
		<b>Pre-application</b> meeting with Community Development held on:
		<b>Application Form</b>
		<b>Written statement</b> describing nature and duration of temporary use and compliance with 16-5-5. D General Requirements and 16-5-5.E Specific Regulations EMC pertaining to the Temporary Use
		<b>Fees</b>
		Application Fee (payable to City of Englewood)    \$ 150.00 <b>(Non-Refundable)</b>
		<b>Site Plan:</b>
		Include the following items on the site plan:
		Written and graphic scale
		North arrow
		Property address
		Parking
		Traffic
		<b>Other Documents:</b> Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		<b>Additional material/information</b> as requested by City Manager or Designee depending on the type of Temporary Use
<b>Note:</b>		<b>Additional copies</b> will be required for: <ul style="list-style-type: none"> <li>▪ Resubmittals</li> <li>▪ Outside agency referrals</li> </ul>

*Avoid delays - Submit a complete application!*