



TEMPORARY USE PERMIT PROCEDURAL GUIDE

General Information

Title 17, Chapter 17-3, Section 3 of the [Marana Town Code](#) provides for the issuance of temporary use permits (TUP) for temporary uses or structures not otherwise permitted by code provisions. These may include, but are not limited to:

- A single-family dwelling in a temporary structure
- A donation bin located in a commercial or industrial zone
- Temporary retail such as seasonal or vehicle sales and outdoor merchants
- A Real estate sales office and construction-related temporary uses such as construction trailer or construction yard.

A TUP which involves a structure must comply with applicable setback requirements. If the permit expires or is revoked any structures must be removed within 14 days.

For major projects, it is often helpful to schedule an initial meeting with the Town staff to review and discuss possible requirements prior to submittal.

Pre-application Meeting

Not required. Encouraged for major projects.

Approval Process

Upon receipt of a complete application, staff will distribute the submittal to required departments and agencies for review.

Review comments are made available on-line as they are completed. The applicant is responsible for submitting a revised plan or additional documents that addresses all review comments. If necessary, Town staff will coordinate a meeting with the applicant to resolve outstanding issues resulting from the review.

Once planning staff has determined that the application is in compliance with all Town requirements, the submittal shall be administratively approved.

A permit will be issued. The length of time will be determined by the length of time requested if permissible by the owner and allowable per Title 17, Chapter 17-3, Section 3 of the [Marana Town Code](#).