



Development Services / [MaranaPlanning@maranaaz.gov](mailto:MaranaPlanning@maranaaz.gov)

11555 West Civic Center Drive / Marana, AZ 85653

Ph (520) 382-2600 / Fax (520) 382-2641 / [maranaaz.gov](http://maranaaz.gov)

## APPLICATION CHECKLIST

## TEMPORARY USE PERMIT

### SUBMITTAL REQUIREMENTS

- Completed [Permit Application](#)
- Completed [temporary use form](#) (Not required for donation bins)
- Proof of ownership or authorization to utilize the property
- Submittal fee ([see comprehensive fee schedule](#))
- Site Plan
  - o Scale and north arrow
  - o Property boundaries and setbacks with dimensions
  - o Adjacent streets/right-of-way
  - o Existing and proposed structures, facilities and equipment with dimensions
  - o Existing and proposed land use
  - o Parking and loading areas
  - o Driveways and Access
  - o Walls and Fences
  - o Proposed Utility connections
  - o Temporary lighting
  - o Temporary banners/signs
- Size and material of donation bin if applicable
- Staking plan and fire retardant certification for tents/canopies if applicable
- Town of Marana business license
- If applicable, an Extension of Premises Patio Liquor License application. Information is available on-line at [maranaAZ.gov/town-clerk](http://maranaAZ.gov/town-clerk) or by contacting the Town Clerk's Office at (520) 382-1961 or [clerk@maranaAZ.gov](mailto:clerk@maranaAZ.gov)
- Arizona Office of Manufactured Housing approval for temporary trailers. A building permit is required for utility connections, if applicable.
- Agreement for portable facilities if applicable
- A Right-of-way permit may be required for uses located on public right-of-way. Information is available on-line at [maranaAZ.gov/real-property](http://maranaAZ.gov/real-property) or by contacting the Town of Marana Right-of-way Division at (520) 382-2600 or [ROWpermits@maranaAZ.gov](mailto:ROWpermits@maranaAZ.gov)

*Note: Additional information may be requested based on the complexity and impact of the proposed use*

**FOR OFFICIAL USE ONLY**

Revision Date 08/08/2022

Permit No. \_\_\_\_\_

Date Received \_\_\_\_\_