



# TEMPORARY TINY HOME VILLAGE PERMITTING GUIDE

This guide explains the general permit review process as well as the minimum submittal items required for a Temporary Tiny Home Village (TTHV) use permit.

## 1 Getting Started

- Use the Development Services map at [denvergov.org/maps](http://denvergov.org/maps) to find your zone district, and other site-specific information for your property. Then, use the table on page 2 to determine which reviews/permits may apply.
- Contact [developmentsservices@denvergov.org](mailto:developmentsservices@denvergov.org) to request a pre-application/concept plan review. See step 2 for details.
- The TTHV use is permitted with limitations in all Denver Zoning Code (DZC) Zone Districts, except for Open Space Zone Districts. Please see DZC, Sec. 11.11.17 to review the zoning use limitations that may apply to your project.
- The TTHV use is a temporary use that does not require parking; however, any established parking required for an existing primary use on the subject zone lot must be preserved.

## 2 Pre-Application Meeting

- To request a pre-application meeting, submit items 1-4 listed on the general submittal checklist (below) to [developmentsservices@denvergov.org](mailto:developmentsservices@denvergov.org). A case manager will then contact the applicant to set a meeting date. It is highly recommended that the required site plan and floor plan(s) be prepared by a qualified professional.
- The TTHV use requires a Community Information Meeting (CIM) per DZC, Sec. 12.3.4.6, and is subject to the use limitations in DZC, Sec. 11.11.17. At the pre-application meeting, the case manager will review the CIM requirements and the applicable use limitations.

## 3 Hold a Community Information Meeting using materials and instructions provided by city staff

## 4 Apply for Building/Zoning/SUDP Permits and Pay Fees

- Go to [denvergov.org/epermits](http://denvergov.org/epermits) to apply for building/zoning/SUDP permits simultaneously via the “Building Log” function. Follow the prompts online and make sure to submit items 1-5 listed on the general submittal checklist (below).
- Fees will be applied once the application is determined to be complete, and the review will begin once fees have been paid.
- NOTE: If a complete submittal does not meet the minimum requirements, staff may request resubmittal(s) to ensure the application and plans comply with the Denver Zoning Code, Building Code and/or other city regulations.

## 5 Permit Approval and Next Steps

- Permits will be issued when the review is complete and all plans have been approved.
- The permit for an approved Temporary Tiny Home Village use shall be valid for a period of not more than 4 years. After a Temporary Tiny Home Village vacates a site, no additional zoning permits or renewals for A Temporary Tiny Home Village may be issued at the subject site until an additional 4 years has passed.

## GENERAL SUBMITTAL CHECKLIST

- 1. Completed Temporary Tiny Home Village Zoning Permit Application (page 3).
- 2. Site plan and floor plans that meet the minimum requirements listed on page 2.
- 3. Written permission of the property owner to allow the proposed use, if applicant is not the property owner. This can be in the form of a notarized letter.
- 4. A Facility Operational Plan for Temporary Tiny Home Village Use (page 4), as required by [DZC, Sec. 11.11.17.3.B.2](#)
- 5. Documentation of outreach efforts for Community Information Meeting (CIM), written meeting record, and a summary of any follow-up plans with the community, as required by [DZC, Sec. 12.3.4.6](#). Please see separate [Community Information Meeting Customer Guide](#) for Temporary Tiny Home Villages.



Standards That May Apply	Approvals & Permits Required
Denver Zoning Code (DZC) Sec. 11.11.17 <a href="http://denvergov.org/zoning">denvergov.org/zoning</a>	Zoning permits
Denver Building and Fire Code <a href="http://denvergov.org/buildingcode">denvergov.org/buildingcode</a>	Building and SUDP permits

## Minimum Zoning Plan and CIM Submittal Requirements

The applicant is responsible for submitting accurate plans that demonstrate compliance with all Denver Zoning Code regulations. Plans must meet the minimum requirements outlined below. The zoning reviewer may request additional information when it is necessary to evaluate an application for compliance. It is recommended that plan submittals be completed by a qualified design professional. To view illustrations of sample plans, visit [denvergov.org/commercialzoning](http://denvergov.org/commercialzoning).

### ZONING SITE PLAN

- Site plan must be complete and accurate. Plans prepared by a qualified design professional are preferred; however, stamped plans are not required for zoning submittals.
- Must be drawn to a commonly recognized scale. Scale must be included on the plan(s). Drawings that are subsequently reduced/scanned will be rejected.
- Title block with site address, applicant name and date.
- North arrow.
- Provide a fully dimensioned, black line site plan showing all existing and proposed structures. Show all required building setbacks and dimensions.
- Label all zone lot lines (e.g., Primary Street, Side Street, Rear).
- Identify all site features, including vehicular ingress and egress, landscape areas, additions, sheds/exterior storage, trash enclosures, transformers, bollards, new vents/flues/rooftop mechanical equipment, canopies, patios, fences, walls, railings, and ramps.
- Identify all vehicle parking areas and dimension all parking spaces (or note typical), drive aisles, and setbacks from zone lot lines, if there is vehicle parking on the site.

### FLOOR PLAN(S) (AS APPLICABLE)

- Drawings must be complete and accurate. Plans prepared by a qualified design professional are preferred; however, stamped plans are not required for zoning submittals.
- Must be drawn to a commonly recognized scale. Scale must be included on the plan(s). Drawings that are subsequently reduced/scanned will be rejected.
- Title block with site address, applicant name and date.
- Identify all beds and separate sleeping units if the use is wholly or partially within an existing permanent structure.
- Dimension all floors of the proposed project.
- Label all areas with existing and proposed use or activity and the gross floor area as defined by the DZC, Sec. 13.3.11.
- Provide a legend and list the zone district, primary use(s), accessory use(s) as applicable, and gross floor area by permitted zoning use and floor.

### COMMUNITY INFORMATION MEETING (CIM) REQUIREMENTS

- Documentation of outreach efforts.
- A written record of the meeting.
- A summary of any follow-up plans with the community.



## Temporary Tiny Home Village Zoning Use Permit Application

(Fill in all blanks - please use "N/A" if an item is not applicable - incomplete applications will be returned without processing.)

SUBJECT PROPERTY/ZONE LOT		
Complete Property Address:		Zone District:
Legal Description ( <a href="http://denvergov.org/property">denvergov.org/property</a> ):		
Current Use(s) of Zone Lot:		
Description of Proposed Work or Use(s):		
Property Owner as defined by DZC 12.3.3.1	Owner Name (Last, First):	Phone:
	Address:	City, State, Zip:
	Email:	

SITE INFO	
Duration of Use (Starting Date/Ending Date):	
Proposed Duration of TTHV Building Permit:	
Number of Sleeping Units:	Maximum Number of Residents by Sleeping Unit:
Fire protection (e.g., smoke detectors, sprinklers, fire alarms):	
Provide a Description of Common Facilities:	

DESIGNATED CONTACT PERSON FOR TEMPORARY TINY HOME VILLAGE	
Name (Last, First):	Phone:
Address:	City, State, Zip:
Email:	

Will the TTHV have any of the following Accessory Uses?		
Accessory Uses for TTHV must comply with use limitations listed in DZC, Sec. 11.11.17.3.G	<input type="checkbox"/> Garden	<input type="checkbox"/> Fresh Produce and Cottage Food Sales
	<input type="checkbox"/> Keeping of Household Animals	<input type="checkbox"/> Rental of sleeping unit

SIGNATURES REQUIRED	
<b>The permittee accepts full responsibility for compliance with the Denver Zoning Code and all other city regulations as applicable. A zoning permit for use or construction will automatically expire 180 days from issue date unless a building permit is issued or the permitted use is legally established. Zoning inspections may be required before occupancy is permitted.</b>	
By my signature, I attest to the best of my knowledge and belief that the information stated in this application and in all supporting plans and documents is true and consistent with the standards and limitations of the City and County of Denver.	
Signature (Owner or Authorized Agent): _____	
Full Name (Print): _____	Date: _____



**Facility Operational Plan for Temporary Tiny Home Village Use**

Please provide the following facility operational plan information as required by DZC, Sec. 11.11.17.3.B.2.  
If more room is needed for a complete response, please attach additional pages.

Operator Name:	
Email:	Phone:
Address:	
City, State, Zip:	
Emergency contact:	

1. General description of operator’s background and what their role will be in village management and operations:
2. Describe resident screening and selection process (demonstrated risk of homelessness, etc.):
3. Describe what type of security, if any, will be provided for residents:
4. Describe mitigation of potential impacts to surrounding properties, such as impacts from potential noise, outdoor lights, littering, and pets:
5. Will there be an ongoing maintenance provider? (Y/N) Describe property maintenance plan (e.g. trash/recycling removal, snow removal, grounds maintenance, dumpster locations):
5a. Describe how structures, such as sleeping units and common areas, will be maintained:
6. Describe any transportation to be provided for residents; provide frequency and parking location:
6a. Will residents provide their own transportation? If so, please describe:
7. Describe sanitary and housekeeping facilities as well as any other services to be provided for residents (e.g. toilets, laundry services, health care, etc.):
8. Describe community governance structure and procedures for addressing violations:
9. Describe any commitments that are in place to occupy the subject property and to remove the use upon expiration of permit timeframes: