



The Denver Zoning Code (DZC) regulates uses and differentiates between primary uses, accessory uses, and temporary uses. This guide, TP-02, is for temporary uses and may be used in combination with other guides. Approval of a zoning temporary use permit authorizes a temporary use for a specific time period; however, other city permits or licenses may also be necessary. Even when the zoning code allows the use, it is not considered legal until a zoning permit has been issued.

Find the description below that best fits your project and then refer to the key (**S/F/E/R**) to know which plans are required in your zoning plan set.

**S=Site Plan / F=Floor Plan / E=Elevation / R=Roof Plan**

For each of the below permit types, the table on page 3 lists the zoning code sections where you can find applicable use limitations and standards. Make sure to review these code sections before compiling your submittal.

**Ambulance Service (S)**

Dispatching and storage of ambulances

**Amusement/Entertainment Uses (S)**

Admission-based amusement, entertainment or recreation attraction, excluding motorized rides unless it is more than 500 feet from a residential zone district

**Bazaar, Carnival, Circus or Special Event (S)**

Circus or other events open to the general public, often upon payment of a fee, or nonprofit or government entity-sponsored bazaar/market

**Building or Yard for Construction Materials (S)**

Screened storage of construction equipment and excavated materials necessary for a specific construction project

**Concrete, Asphalt and Rock Crushing Facility (S)**

Processing of concrete, asphalt and rock incidental to a specific construction or demolition project

**Fence for Demolition or Construction Work (S)**

Installing a 6-foot security fence around an active construction or demolition site

**Health Care Center (S)**

Temporary health services facility

**Noncommercial Concrete Batching Plant (S)**

Processing of concrete for a specific construction project

**Outdoor Retail Sales – Pedestrian/Transit Mall (S)**

Outdoor (not fully enclosed) retail sales and display of goods located within 125 feet of a pedestrian and/or transit mall (such as the downtown 16<sup>th</sup> Street Mall) including, for example, the sale of books, clothing, food, flowers, artwork, crafts and similar goods

**Outdoor Retail Sales (S)**

Outdoor (not fully enclosed) retail sales, which must be operated as an extension of a primary retail sales use on the same zone lot



**ARTICLE 13: DENVER ZONING CODE**  
**DEFINITIONS OF WORDS, TERMS & PHRASES**

**Use:** The purpose for which land or structures thereon is designed, arranged or intended to be occupied or used, or for which it is occupied, maintained, rented or leased.

**Use, Primary or Principal:** The main or primary purpose for which land and the structures thereon are used, or for which land and the structures thereon may be maintained or occupied.

**Use, Accessory:** A subordinate use, clearly incidental and related to the primary use of the land, and unless otherwise permitted by the Denver Zoning Code, located on the same zone lot as that of the primary use.

**Use, Temporary:** A use established for a fixed period of time with the intent to discontinue such use upon the expiration of the time period.

**Use, Permitted:** Any use listed as a primary use, a temporary use, a home occupation, an accessory use, a use subject to special exception review, or a use subject to limitations, as approved according to the required use review procedure.

**Use, Prohibited:** A use that is not permitted in a zone district ("NP" in the Use and Parking Tables).

**Use and Parking Tables:** Tables found in Articles 3, 4, 5, 6, 7, 8, and 9 of the Denver Zoning Code, which list: (a) the principal, accessory, and temporary uses permitted in each Zone District, (b) the type of review procedure (e.g., zoning permit, zoning permit review with informational notice, special exception review) required prior to the use's establishment, and (c) the bicycle and vehicle parking requirements for each use.

**FOR ADDITIONAL INFORMATION ALSO SEE:**  
**GENERAL DESIGN STANDARDS ARTICLE 10**



**Outdoor Sales, Seasonal**

Outdoor (not fully enclosed) retail sales of trees, plants, fruits, vegetables, or other similar foods or prepared food products, which can be conducted by a single person or multiple persons on the same zone lot. However, these sales must not be an extension of any primary retail sales uses on the same zone lot. This category includes the following:

1. Sale of Christmas trees, wreaths, and related holiday items (e.g., Christmas tree lot) **(S)**
2. Sale of plants or horticulture items within a temporary structure, not a motor vehicle trailer **(S)**
3. All other temporary, seasonal, outdoor sales (e.g., outdoor farmers' markets and other seasonal sales of foods, fruits and vegetables, such as roasted chilies and corn) **(S)**

**Parking Lot Designated for a Special Event (S)**

Legally established, off-street parking area temporarily designated for a special event—See the special event parking project guide, TP-01, available at [www.denvergov.org/commercialzoning](http://www.denvergov.org/commercialzoning).

**Retail Food Establishment, Mobile (S)**

Movable, motorized-wheeled or towed-wheeled vehicle designed and equipped to serve food. A zoning permit is only required when it operates on private property.

**Temporary Construction Office (S)**

Construction office for a specific construction project. A copy of the active construction permit, or current permit number, is required before the temporary use permit can be issued.

**Temporary Real Estate Sales Office (S)**

Real estate office needed for the sale or rental of dwelling units within a project under construction, rehabilitation or recently completed, which is incidental and necessary to sale of units at that location

**Tent for Religious Services (S)**

Temporary religious venue

**Unlisted Temporary Use (S)**

Other temporary uses that are not specifically listed in the zoning code. These may be approved through a process for determining unlisted uses, per DZC Sec. 11.11.1.





Applicable use limitations can be found in the zoning code sections listed below. (Find zoning codes at [www.denvergov.org/zoning](http://www.denvergov.org/zoning).)

Permit Type	Denver Zoning Code		Former Chapter 59	
	Definition	Limitations	Definition	Limitations
Ambulance Service	11.12.10.A	11.11.2	59-2 (11)	59-86
Amusement/Entertainment Uses	11.12.10.B	11.11.3	59-2 (14)	59-86
Bazaar, Carnival, Circus or Special Event	11.12.10.C	11.11.4	59-86	59-86
Building or Yard for Construction Materials	None	11.11.5	59-2 (85)	59-81.a
Concrete, Asphalt, and Rock Crushing Facility	11.12.10.D	11.11.6	59-2 (79)	59-81.e
Fence for Demolition or Construction Work	11.12.10	11.11.7	None	59-81.b
Health Care Center	11.12.10.E	11.11.8	59-2 (137)	59-86.a.3
Noncommercial Concrete Batching Plant	11.12.10.F	11.11.9	None	59-81.c
Outdoor Retail Sales - Pedestrian/Transit Mall	11.12.10.H	11.11.10	59-86	None
Outdoor Retail Sales	11.12.10.G	11.11.11	59-86	59-86
Outdoor Sales, Seasonal	11.12.10.I	11.11.12	59-2 (188)	59-86
Outdoor Sales, Seasonal-Holiday Items	11.12.10.I	11.11.12.A	59-2 (188)	59-86
Outdoor Sales, Seasonal-Horticulture Sales	11.12.10.I	11.11.12.B	59-2 (188)	59-86
Outdoor Sales, Seasonal-All Others	11.12.10.I	11.11.12.C	59-2 (188)	59-86
Retail Food Establishment, Mobile	11.12.10.J	11.11.14	59-2 (239)	59-86
Temporary Construction Office	None	11.11.15	59-86	59-81.d
Temporary Real Estate Sales Office	None	11.11.16	None	59-86
Tent for Religious Services	None	11.11.17	59-2 (188)	59-86
Unlisted Temporary Use	None	11.11.1	None	None

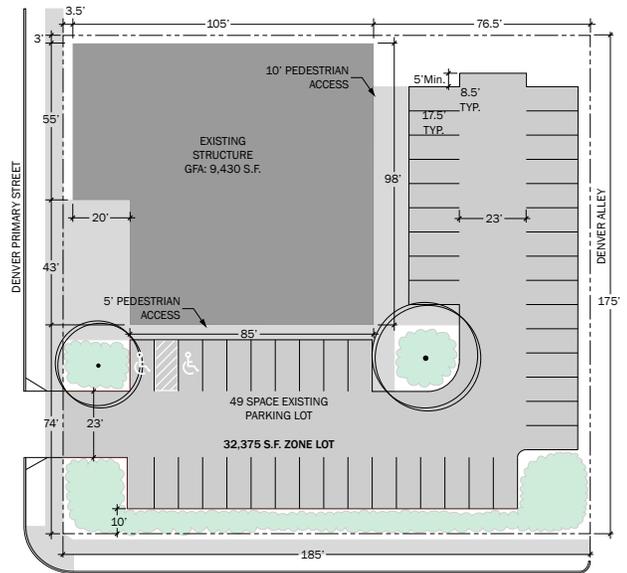
**REQUIRED CHECKLIST:**

(ALL WORK MUST BE SHOWN ON THE PLANS.)

- Complete the general application (page 3)
- Zoning site plan (visit [www.denvergov.org/commercialzoning](http://www.denvergov.org/commercialzoning) for examples and general plan requirements, incomplete plans will require a resubmittal.)
- Identify all structures on site and label with current and proposed uses
- Include a property legal description (on a separate sheet is acceptable)
- Dimension all structures from zone lot lines, including any building, parking lot, shed or enclosure
- Dimension all setbacks and required buffers if applicable
- Identify the number of parking stalls and provide dimensions
- Include a written narrative describing the scope of work and how all applicable use limitations are being met (a separate sheet is acceptable)
- Identify all items from the proposed scope of work in graphic form
- Provide gross floor area for all uses, structures, and parking lots
- Label all adjacent streets and alleys
- Provide business name, site address, applicant and date on all plans
- An affidavit attesting to the property owner's permission for the special event parking is required if the applicant is not the property owner.
- Email completed applications and plans to [zoning.review@denvergov.org](mailto:zoning.review@denvergov.org)
- Pay fees when invoiced (fee information available at [www.denvergov.org/dsfees](http://www.denvergov.org/dsfees))

Plans that do not meet these requirements will not be accepted as a complete application. Previously approved plans that do not meet these requirements will not be accepted for any new submittal package. The zoning reviewer may request additional information when it is necessary to evaluate an application for compliance with regulations. It is recommended that plans be prepared by a qualified design professional. The applicant is responsible for compliance with all zoning code requirements, whether or not described by this guide. This guide should not be used as a substitute for codes and regulations.

Sample plans are available online at [www.denvergov.org/commercialzoning](http://www.denvergov.org/commercialzoning) or at the commercial zoning permit counter.



**SITE PLAN**



**Applications are accepted at 201 W. Colfax, 2nd floor permit counter from 8am – noon (M-F) or save a trip and submit online.**

A complete list of permit types, applications, and instructions can be found at [www.denvergov.org/commercialzoning](http://www.denvergov.org/commercialzoning).

Complete applications can be emailed to [zoning.review@denvergov.org](mailto:zoning.review@denvergov.org).

If you have any questions, please leave a detailed message at (720) 865-3000.

Incomplete applications, including missing required plans, may be returned without processing.

Zoning approval does not necessarily mean city approval of your project.

SUBJECT PROPERTY/ZONE LOT			
Property Address:		Zone District ( <a href="http://denvergov.org/zoning">denvergov.org/zoning</a> ):	
Legal Description ( <a href="http://www.denvergov.org/property">www.denvergov.org/property</a> ):			
Property Owner as defined by DZC 13.3 or FC 59-2 (189)	Owner Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:

PROPOSAL (MAY ALSO BE PROVIDED ON SITE PLAN OR SUBMIT A SEPARATE SHEET)	
Event Name:	Event Dates:
Zone Lot Size:	Primary Use(s):
Total Parking Spaces on the Zone Lot:	Parking Spaces Occupied by Use:

APPLICANT (BUSINESS OWNER)/AGENT CONTACT INFORMATION (IF NOT PROPERTY OWNER)			
Applicant as described in DZC 12.3.3.1 or FC 59-2 (189)	Business Name:		
	Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:
Agent (if different from applicant)	Business Name:		
	Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:

**The applicant is responsible for submitting accurate plans that document compliance with all zoning code regulations. Plans must meet the minimum requirements as outlined in the individual guides. The zoning reviewer may request additional information when it is necessary to evaluate an application for compliance with code regulations. It is recommended that plan submittals be completed by a qualified design professional. Visit [www.denvergov.org/commercialzoning](http://www.denvergov.org/commercialzoning) to view illustrations of sample plans.**