



COMMUNITY DEVELOPMENT: BUILDING DEPARTMENT

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Permit Number	TEMPORARY STAND APPLICATION		Date
Address of Proposed Stand			
Stand Business Name		Sales Tax Number (attach copy)	
Property Owner		Owner Phone #	
Property Owner's Address (if different from above)		City, State, Zip	
Name of Stand Owner		Stand Owner Phone #	
Stand Owner Address		City, State, Zip	
On-Site Contact Name		On-Site Phone #	
Name / E-Mail Address / Phone Number of person to notify when permit is ready to issue.			
DESCRIPTION OF PROPOSED BUSINESS ACTIVITY AND SITE LAYOUT: Outline proposed business activity below, including hours of operation, products/services, duration of the event, and other pertinent information as requested by the City and County of Broomfield. Provide a site plan showing location of street(s), temporary fence, generator or electric meter, structures, signs, property lines, buildings on same property within 20 feet of sales area, location and size of off-street public parking, and location of fire extinguisher.			
PHOTO ID IS REQUIRED - ATTACH COPY			
Front Setback:	Left Side Setback:	Right Side Setback:	Rear Setback:
It is the owner's responsibility to obtain any Home Owners' Association and/or Architectural Control Committee approvals that may be applicable. I hereby state that the above is correct. I recognize that the approval of plans, issuance of a permit, or subsequent inspection approvals shall not be construed to allow violations of the code or other ordinances or laws enforced by the City and County of Broomfield. I consent to provide entry to inspectors as set forth in the building code and to request inspections as required. Applicant acknowledges that a description of proposed business activity has been submitted with this application and that failure to abide by such description of proposed business activity or any other terms of the Ordinances of the City and County of Broomfield, or the laws of the State of Colorado shall be grounds for the City and County of Broomfield to terminate this permit. I have read, understood, and agree to the regulations regarding temporary stands. <i>By signature below the signatory certifies and declares that he/she is either the Owner or the Authorized Agent of the owner of the property.</i>			
Signature:		Print Name:	Date:
Temporary stands are allowed in the City and County of Broomfield in accordance with Chapter 17.31, Broomfield Municipal Code, and shall comply with all applicable requirements of the adopted electrical code. Fee: \$100.00 ↓ ↓ ↓ Office Use Only ↓ ↓ ↓			
This permit is valid from:		to	Approved ↓
Renewal #1 valid from:		to	
Renewal #2 valid from:		to	
Renewal #3 valid from:		to	
Building Div. Approval:		Date:	Planning Div. Approval:
			Date:

Temporary Stand Permit Submittal Requirements

- Completed temporary stand permit application.
- Submit a site plan showing the location of the stand and its associated parking, lighting, trash, and fencing.
- A copy of the Broomfield sales tax license should accompany the application. If the sales tax license is under review and not yet issued, we will verify with the sales tax division and proceed with the permit.
- Proof of health department approval shall be submitted with the permit application for temporary stands serving or selling food.
- Submit a copy of the written consent of the property owner for the specific use and structures proposed for each stand.
- Temporary stand permits shall have a flat fee of \$100.00.

Temporary stand permit applications will be reviewed by both Building and Planning Divisions for compliance with the Broomfield Municipal Code. This review may take up to two weeks.

Temporary Stand Requirements

- Temporary stands shall be located at least 30 feet from the curb of a public street, and shall not obstruct the visibility of motorists. Access to and from the stand shall be limited to existing driveways or as approved by the city engineer.
- Stand lighting shall not glare onto adjoining properties or public streets.
- Signage shall be limited to the walls of a vehicle or structure or to a single freestanding sign that is not more than 10 square feet in area per sign face. Signs used as part of a temporary retail sales use are exempt from the regulations of Chapter 17-44 of the Broomfield Municipal Code, and therefore a separate sign permit is not required for the subject signs. The sign must be shown on the Temporary Stand Permit Application (dimension and location).
- Foodservice shall provide functional, attractive, and adequate trash containers.
- The temporary use permit is valid for a maximum time period of ten calendar days and may be renewed up to three times in any twelve-month period. The following uses may be granted permits for longer time periods, but may not be renewed: Christmas tree sales, 30 days; produce sales, 90 days; nursery stock sales, 90 days; retail (ready to eat) food sales, 60 days.
- Adequate off-street parking must be provided for employees and customers so as not to reduce required parking for adjoining businesses or interfere with the flow of traffic.
- The proposed use and vehicle or structure must have a neat appearance.

Special Requirements: FlatIron Crossing

- Carts, kiosks, tents, or stands on the outside of the village, the exterior of the mall, or in the parking lot are subject to Temporary Stand Permit review unless otherwise permitted by the FlatIron Crossing Site Development Plan.

Christmas Tree Stands

- Sales will be allowed for 30 days beginning the day after Thanksgiving. A fire extinguisher, Class 40-A 60BC 10# Dry Chemical minimum, will be required on-site. Clean up of site shall be completed by December 30. *** Temporary stands are allowed in the City in accordance with Chapter 17.31, Broomfield Municipal Code, and shall comply with all applicable requirements of the currently adopted electrical code.
- Temporary Stand Lighting - (Not available updating information)