



Temporary Managed Community Permitting Guide

This guide explains the general permit review process as well as the minimum submittal items required for a Temporary Managed Community (TMC) use permit.

1 Getting Started

- Use the Development Services map at 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 zoning.review@denvergov.org to request a pre-application/concept plan review. See step 2 for details.
- The TMC 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 TMC 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 zoning.review@denvergov.org. A zoning reviewer will then contact the applicant to set a meeting date. It is highly recommended that the required site plan be prepared by a qualified professional.
- The TMC 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 Schedule, Provide Public notice, and Conduct Community Information Meeting

- Review the [Community Information Meeting guide](#).

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

- Go to denvergov.org/epermits to apply for building/zoning/SUDP permits simultaneously via the “Building Log” function. Submit a complete application package including 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 zoning requirements, staff may request resubmittal(s) to ensure the application and plans comply with the Denver Zoning Code and 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 Managed Community use shall be valid for a period of not more than 4 years.

General Submittal Checklist

- ☐ Completed Temporary Managed Community Zoning Permit Application (page 3).
- ☐ Site plan that meets the minimum requirements listed on page 2.
- ☐ Written permission of the property owner to allow the proposed use, if applicant is not the property owner.
- ☐ Identification of the proposed TMC operator, confirmation of non-profit/governmental status, and general description of the proposed scope of operations / services for the TMC.
- ☐ 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](#).



Standards That May Apply	Approvals & Permits Required
Denver Zoning Code (DZC) Sec. 11.11.17 denvergov.org/zoning	Zoning permits
Denver Building and Fire Code denvergov.org/buildingcode	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.

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.

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 Managed Community 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 (denvergov.org/property):			
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 TMC Zoning Permit:			
Number of Sleeping Units or Parked Vehicles:		Maximum Occupancy:	
Provide a Description of Community Shared Facilities or Structures:			
DESIGNATED CONTACT PERSON FOR TEMPORARY MANAGED COMMUNITY			
Name (Last, First):		Phone:	
Address:		City, State, Zip:	
Email:			
Will the TMC have any of the following Accessory Uses?			
Accessory Uses for TMC 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		
SIGNATURES REQUIRED			
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.			
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: _____			



Operator Information for Temporary Managed Community

Operator Name:	
Email:	Phone:
Address:	
City, State, Zip:	
Emergency contact:	
Describe mitigation of potential impacts to surrounding properties, such as impacts from potential noise, outdoor lights, littering, and pets:	
Describe sanitary and housekeeping facilities as well as any other services to be provided for residents (e.g., toilets, laundry services, health care, etc.):	
Describe any commitments that are in place to occupy the subject property and to remove the use upon expiration of permit timeframes:	