

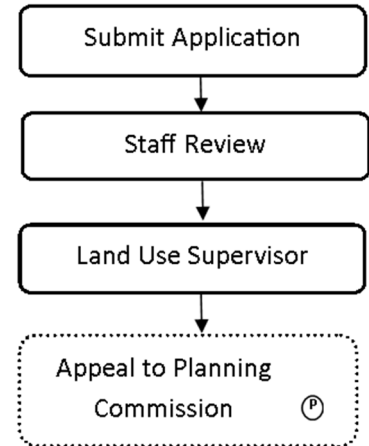
3.16 Checklist

Temporary Use Permit - General

Temporary Use Permits are allowed via UDC Section 50-37.13.

Your Application

- Submit your application materials.
 - Visit www.duluthmn.gov/eplace to submit your application.
 - Click on “Apply” and search for your application type. (You will need to sign in to the system, or create a new account if you do not already have one.)
 - Follow the prompts to fill in information. Required information is indicated with an asterisk.
 - On the attachments page, **upload the following**:
 - A site plan showing the proposed location, including detailed dimensions and sizes.
 - Statement explaining the project, hours and duration of operation, and potential neighborhood impacts.
 - Any additional information as determined by planning staff.
 - After your application is complete, click “Add to Cart” for the fee listed, and pay the fee. **Applications without a fee will not be reviewed or accepted.**



Ⓟ Indicates Public Hearing Required

After Submitting Your Application

1. Determination of Completeness. The City has 15 business days to determine whether the application is complete or incomplete. If incomplete, you will be notified and asked to submit additional information.

2. Land Use Supervisor Decision. The Land Use Supervisor will review the application and make a decision to adopt, adopt with modifications, or deny the application. If approved, you will receive an Action Letter documenting approval.

Note that other City codes may apply to your project. Please be aware of any applicable Building Code (Construction Services Division), Fire Code (Life Safety Division), and stormwater/engineering (Engineering Division) regulations. The zoning approval may be only the first step in a several step process.