



## **Checklist and Regulations**

### **TEMPORARY CHANGE OF OCCUPANCY PERMIT**

#### **Planning Department – 2023**

If a location is temporarily changing from a business (B) or mercantile (M) occupancy to an Assembly (A) occupancy for a special event and/or the Sundance Film Festival®, an [Administrative Conditional Use Permit](#), Planning Department review, and approval.

**Submittal Deadline:** Administrative Conditional Use Permits require a ten-day public notice prior to a public hearing for possible approval. Applicants must submit a complete application to [planning@parkcity.org](mailto:planning@parkcity.org) by Wednesday, December 21, 2021. Please submit application files larger than 8MB through a Dropbox link.

#### **Submittal Requirements:**

- Completed and signed application**
- Application fee (\$330 per application plus \$1 per noticing address)**
- Written description of event, including:**
  - Hours of operation
  - Number of invitations sent or anticipated overall attendance
  - Security contact
  - Event contact
  - Timeline of each day's activities
  - Music or sound plan
  - Any liquor licensing
  - Signs or lighting
  - Parking plan and loading/unloading impacts
- Design Occupancy Load stamped by a Utah Licensed Architect**
  - Floor plans of each floor layout, to scale, indicating how the proposal complies with the applicable sections of the International Building Code
  - Floor plans must include proposed occupancy, chairs, tables, stages, exits, temporary heating, food service areas, approved occupancy, and crowd management
  - Plans must be approved by the Building Department prior to submitting an Administrative Conditional Use Permit**
- Notice to neighbors**
  - Provide an electronic Excel Spreadsheet with five columns that include the (1) property owner name; (2) property owner mailing address; (3) city; (4) state; and (5) zip code for properties adjacent to the proposed event location

#### **Planning Department Contact:**

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