

Portal Entry for a Temporary Use Permit (TUP)

NOTICE: A permit is not automatically issued. After you submit the application, staff will review for approval. Once approved, staff will issue a permit on the online portal. You can check the status of your permit application by returning to the portal at any time.

- **Sign In** to your portal account at <https://cityviewportal.thorntonco.gov/>
 - If you do not currently have an account for our online portal system, you can **sign up by clicking on “Sign In” and selecting “Register a New Account”**.

Welcome to the City of Thornton Web Portal

With an account you will be able to do more with the City of Thornton Web Portal. This includes faster entry of information, and access to options not available to anonymous users.

Sign In ☺

Email Address:*

Password:*

[Forgot your password?](#)

Register a New Account ☺

If you do not have an account, please click on Register to create one.

Notice: As of May 6th, 2024 there will be a service charge added for every payment made by debit/credit card. The service fee, paid directly to the card processor, will be 3.15%. Please note this charge is for payments by debit/credit cards only. Alternative payment types: ACH (echeck - which can be paid through the portal), checks, and cash will continue to be accepted without additional service fees.

- Once you are signed in, click on **Apply for a Planning Permit** under Planning Department on the center of the page.



Step 1: Project Description

- Choose the project type:** Temporary Use
- Project Descriptive Name:** enter a name for the project. Examples include “Seasonal Food Stand”, “Construction Trailer”, or “Outdoor HOA Event”.
- Comments:** Type in a brief description including: location, business name or organizing group, vendors, uses, temporary structures, duration, parking spaces used (if applicable), and site contact.
- Temporary Use:** use the drop down menu to select the most relevant temporary use. Select “other” if a listed item does not match your temporary use.

▾ **Temporary Use Permit**

Temp Use:

Seasonal Sales Stand ▾

- Christmas Tree Lot
- Construction Yard or Trailer
- Farmer's Market
- Other
- Sales Office
- Seasonal Sales Stand**
- Special Event
- Temporary Donation Bin
- Vending Cart

- Click on **Next Step: Planning Types**

Step 2: Location of Project

- Search for an Address:** you may begin typing the address of the work in the field, and addresses

will populate in the dropdown. Please choose an address.

2. You will see it populate in the box labeled **“The location you have selected”**. If this is correct, click on **Next Step**.

Search for an address:

9500 CIVIC CENTER DR, THORNTON, CO 80229-4326

Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your loca

The location you have selected: *

9500 CIVIC CENTER DR, THORNTON, CO 80229-4326

Step 3: Contacts

1. The Applicant and Property Owner contacts will automatically populate based on your registration information and the location you have provided.
2. If there is a discrepancy, you may proceed, but please notify the Current Planning Division if the information needs to be updated.
3. If an additional party or contractor is doing the work, click the **Add Contact From Address Book** button.

Required information is indicated with an asterisk (*)

Type	Contact
Property Owner	CITY OF THORNTON, Address:9500 CIVIC CENTER DR, THORNTON, CO
Applicant	PL Test Contractor, Address:9500 CIVIC CENTER DR, THORNTON, CO

Add Contact From Address Book

- a. Select “Applicant” as the **contact type**.
 - b. Search for and select the contractor’s business name or address from the address book.
 - c. Click “Add This Contact”
4. Click on **Next Step**

Step 4: Upload Files

1. Required Submittal Items.
 - a. A **Site Plan** is required in **PDF format** for temporary use permits. Your submittal will not be accepted if no site plan is uploaded. In addition, your submittal will not be accepted if the document is not a PDF.
 - i. The site plan should include:
 - All property lines and existing structures on site;
 - Temporary Structures;
 - Site Entrances;
 - Parking Spaces (existing and occupied);

- Site ownership and applicant information;
- Temporary Use contact info;
- Temporary Use description

- b. A **Letter of Intent** is required in **PDF format** for temporary use permits. Your submittal will not be accepted if an LOI is not uploaded, or if the LOI is not a PDF.
 - i. The LOI should include: a written description of the application request. Include: General description of the temporary use, dates and times of the request, parking, such as where guests, staff, vendors, etc. will park, and describe structures (including vehicles) to be placed on site.

2. Under the file type, **click the Browse button, find and double click to select the file to upload.**
 - a. Click on **Next Step**

Submittal #1) Application Submittal (10/24/2024) Print Requirement Items

Type	Status	Date Verified
<input type="checkbox"/> Residential Driveway Site Plan ?	Pending	

Select a new document for this requirement:



Upload Additional Documents 

Select any documents you wish to provide:

3. An **Uploads Complete** reminder box will pop up, click **OK**

Step 5: Review and Submit

1. Review the information on the page. If you need to make any corrections click on the **“Previous Step”** box on the bottom left of the page.
2. Read and sign the application using the “Do you agree?” drop down box. Select **Yes**.
3. Click on **Submit Application**

Name
1_Application.pdf

▼ Pursuant to Section 18-31 of the Development Code, all applica
18.



This completes the submittal process. Please allow up to 3 business days for application processing. The Temporary Use Permit has a 7-day review once the application is deemed complete. Please reach out to pod.info@thorntonco.gov if you have any questions.