

# 120-Day RV or Travel Trailer TEMPORARY USE PERMIT

Permit Number PZ-AZ

## APPLICABILITY

This permit is required when seeking to establish the following on a property:

- Temporary occupancy of one RV or travel trailer on a property
  - This permit allows up to 120 consecutive days per calendar year
  - This is not to be confused with the 6-Month RV permit, which can be renewed every 6 months with an active Building Permit (more details [here](#)).
  - This is not to be confused with the RV or Travel Trailer as a Permanent Residence in the General Zone permit (more details [here](#)).

## WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then 120-day Temporary RV or Travel Trailer Permit, and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Pay** – A planner will review your application and let you know if any additional information is needed. After staff has reviewed, you will receive a message from the online system telling you your permit is “***technically complete***” and then “***approved***.” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit.

## ONLINE APPLICATION INFORMATION

- **Parcel/Site** - be prepared with a Parcel Number or Site Address
- **CC&Rs** - be prepared to acknowledge awareness of any applicable CC&Rs that may apply to the property. *The County does not enforce CC&Rs which are private agreements between the OA/HOA/POA and the property owner. Some Owner Associations may prohibit the use of RVs or travel trailers on your lot.*
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application. You will be asked to respond to a series of statements to ensure compliance with the Coconino County Zoning Ordinance and other applicable regulations.