



COVID Testing Sites

If located outside:

- A **Temporary Use Permit** is required that will go to **City Council** for approval/denial.
- **Fee** for the Temporary Use is \$780 and is non-refundable.
- Need to hire a licensed engineer to do a **Traffic Management Plan (TMP)**, which needs to demonstrate how the site will operate and queue all vehicles on the property outside the City right-of-way. No queueing can occur in a fire lane. The TMP will be provided to the Traffic and Transportation Department for review. The findings must be accepted and verified to receive a recommendation of approval from the Traffic Department.
- **Timing:** Once all items have been submitted, the process is expected to take about 8 weeks
- A **site plan** is required to show how the traffic will queue or park, where staff will be located as well as any tents/tables/pods/etc. Show where the restrooms will be located.
- **Letter from property owner** (or management company that can speak on behalf of the owner) is required stating they approve the use on their property. A letter must be obtained for each property that is impacted by parking, access, or queuing.
- **Submit to the Inspections Department.** Application will then be routed to the Planning Department to process for City Council.
- **Signs must meet the sign ordinance.** Bandit signs only allowed Thursday thru Sunday, but not allowed along a highway service road. All other signs and banners may require a separate sign permit.

Located in a space/building with a drive-thru:

- A **Certificate of Occupancy** is required to occupy the space/building. The zoning must allow for the use of the space/building.
- **All business** must be conducted **inside of the space (with the drive-thru)**.
- Employees are **not** allowed to be outside to take or deliver tests/samples
- Need to hire a licensed engineer to do a **Traffic Management Plan** (see description in previous section)
- **Signs must meet the sign ordinance.** Bandit signs only allowed Thursday thru Sunday, but not allowed along a highway service road. All other signs and banners may require a separate sign permit.

Located totally within a building or lease space:

- A **Certificate of Occupancy** or **Sub-Certificate of Occupancy** may be required.
- **All business** must be conducted **inside** of the building/space.
- Employees are **not** allowed to be outside to take or deliver tests/samples.
- **Signs must meet the sign ordinance.** Bandit signs only allowed Thursday thru Sunday, but not allowed along a highway service road. All other signs and banners may require a separate sign permit.