



**TEMPORARY USE  
PERMIT APPLICATION**  
**TOWN OF LONGBOAT KEY  
PLANNING, ZONING AND  
BUILDING DEPARTMENT**

501 Bay Isles Road  
Longboat Key, FL 34228  
Phone: 941-316-1966  
FAX: 941-316-1970

OFFICE USE ONLY

PERMIT #: \_\_\_\_\_

Fees Due: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

**SEE "TEMPORARY PERMIT APPLICATION INSTRUCTIONS" FOR REQUIREMENTS**

**TEMPORARY USE LOCATION (REQUIRED):**

PROJECT/COMPLEX NAME (IF ANY): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ UNIT #: \_\_\_\_\_

COUNTY:  MANATEE  SARASOTA LOT (S) #: \_\_\_\_\_ PARCEL #: \_\_\_\_\_

**TYPE OF TEMPORARY USE (REQUIRED) (limit of one "use" per application):**

**Real Estate Sales Office:** To sell properties located on the same property.

(Fee Code 501-02, \$135.00)

Office will be contained within # \_\_\_\_\_ attached trailers, per plans

(a separate permit is required for each detached trailer or combination of attached trailers)

Local Business Tax Receipt # \_\_\_\_\_ or  License under review by Town Clerk

**Model Home**  **Model Apartment** C.O. # \_\_\_\_\_

(Fee Code 501-02, \$135.00)

Local Business Tax Receipt # \_\_\_\_\_ or  License under review by Town Clerk

**Construction Office:** For construction under Permit # \_\_\_\_\_

(Fee Code 501-02, \$135.00)

Space will be created using # \_\_\_\_\_ trailers, per attached plans

(a separate permit is required for each detached trailer)

Local Business Tax Receipt # \_\_\_\_\_ or  License under review by Town Clerk

**Construction Storage and Fencing only:** For construction under permit # \_\_\_\_\_

(Fee Code 502-02, \$45.00)

Storage will be contained within a trailer/POD (separate permit required for each trailer/POD)

Construction Fencing

**Special Event:** Full description required. Attached separate sheet if needed.

(Fee Code 503-01, \$45.00)

\_\_\_\_\_  
Event Location on Property (ie, building name, back yard)

Event Dates: \_\_\_\_\_ to \_\_\_\_\_

Use will require: # \_\_\_\_\_ trailers; # \_\_\_\_\_ tents/booths; # \_\_\_\_\_ other \_\_\_\_\_  
to be setup on \_\_\_\_\_ and removed on \_\_\_\_\_  
 Flame Resistance Certificate for tents and booths must be attached

**APPLICANT:** Organization/company/individual sponsoring or responsible for the temporary use

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
LOCAL CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_ FAX: \_\_\_\_\_  
STREET: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**PROPERTY OWNER:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_ FAX: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

If a corporation, please list the principal responsible officer's name, title and telephone number:

Name/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*\*\*

**APPLICANT'S NOTARIZED SIGNATURE (REQUIRED)**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**NOTARY of the State of Florida** County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_  
as identification.

\_\_\_\_\_  
Signature of Notary Public, State of Florida SEAL:

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**TEMPORARY USE PERMIT APPLICATION  
INSTRUCTIONS**

**GENERAL:** Town Code Section 158.142 allows for temporary use and structures provided a permit for such use is obtained. Prior to granting a permit the Code requires the Planning and Zoning Official ensure that any nuisance or hazardous feature involved is suitably separated from adjacent uses and excessive vehicular parking problems will not be created. If the temporary use has not been discontinued and/or removed by the end of the permitted time, it shall be deemed a violation of the Town Code and subject to double permit fee for the excess period and will be subject to the penalties provided in Section 158.049.

**REAL ESTATE, CONSTRUCTION STORAGE and FENCING USES:** Town Code allows for temporary use permits associated with real estate development activities that occur during construction of a project and which terminate on completion of project. Permits may be issued only for six months and are subject to all zoning code setbacks.

The following activities require permitting:

- Model homes or apartments, providing Certificate of Occupancy has been issued
- Real estate sales offices limited to the sale of units on those premises\*\*
- On-site construction office including trailers\* \*\*
- On-site construction material and equipment storage, including trailer and PODs, and fencing \*

\* Construction permit must have been issued prior to issuance of temporary permit

\*\* Proof that a Town Business Tax Receipt has been issued is required prior to issuing permit

**Submittal Requirements for Permitting (Minimum):**

- 1) Fully completed Temporary Use Permit Application Form; and,
- 2) Two (2) to-scale site plans showing proposed location of proposed temporary use in keeping with the Town Zoning Code regarding setbacks.

**Fees:** \$135.00 for six months real estate models/offices and construction office permits.  
\$ 45.00 for six months construction storage and other temporary use permits.

**SPECIAL EVENTS:** Chapter 158.142 of Town Code allows for the following types of events:

- **Garage Sales** of no more than two sales of three days each per calendar year.
- **Indoor/Outdoor Arts/Crafts shows, bazaars, carnivals, revivals, circuses, sports events, exhibits, Christmas tree sales**
  - Allowed in all zoning districts except R-1SF, R-2SF, R-3SF, R-4SF, R-6SF, R-3MX, R-4MX, and R-6MX Districts, where such events may be approved only where special exceptions for nonprofit cultural centers, public/private preschools or elementary schools or child care services has been approved.
  - Christmas tree sales may not exceed 60 days.

**Fees:** \$45.00. Also see Town requirements for Sign Permits.