



**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

Applic #: _____ PERMIT # UP: _____
Appvd By: _____ Date: _____
Fees Due: \$ _____
Receipt #: _____ Issued: _____

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.