



**Town of Longboat Key
Planning, Zoning and Building Department**

501 Bay Isles Road
Longboat Key, Florida 34228
941-316-1966
941-316-1970 FAX

TEMPORARY USE APPLICATION

Application must be completed in its entirety, in ink, all signatures notarized. This permit does not waive any other required local, state or federal permits/approvals. **Applicant is also required to submit one electronic copy of complete application, including supporting documentation.**

PLEASE SUBMIT APPLICATION AT LEAST SEVEN (7) BUSINESS DAYS PRIOR TO EVENT.

IF PAYING BY CREDIT CARD, PLEASE COMPLETE A CREDIT CARD AUTHORIZATION FORM

OFFICE USE ONLY:

Permit No. _____ Receipt No. _____ APPROVED BY (Zoning Staff) _____

Date: _____

TEMPORARY USE LOCATION:

Street Address: _____ Unit # _____

Condominium/Complex Name: _____

COUNTY: MANATEE SARASOTA LOT (S) #: _____ PARCEL #: _____

TYPE OF TEMPORARY USE (Required) (limit one "use" per application):

Real Estate Office (to sell properties located on the same property) **Fee: \$350.00**

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 No. _____ or License under review by Town Clerk

Model Home **Model Apartment** C.O. # _____ **Fee: \$350.00**

Local Business Tax Receipt No. _____ or License under review by Town Clerk

Construction Office (For construction under Permit # _____) **Fee: \$350.00**

Space will be created using # _____ trailers, per attached plans
(a separate permit is required for each detached trailer)

Local Business Tax Receipt No. _____ or License under review by Town Clerk

Construction Material and Equipment Storage

(For construction under Permit # _____) **Fee: \$100.00**

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

Construction Fencing

Garage Sale (No more than two sales of three days each allowed at any site during any one calendar year) Event Dates: _____ **Fee: \$100.00**

Garage Sale (Private Home): Event Dates _____ **Fee: \$30.00**

Special Event (Full description required. Attach separate sheet if needed) **Fee: \$100.00***

*For Special Events utilizing a tent, an additional Fire Inspection Fee is required. **Fire Inspection Fee: \$75.00**

Type of special event: _____

Event Location on Property (i.e., building name, backyard, etc) _____

Event Dates: _____ **TO** _____

Use will require: # _____ trailers # _____ tents/booths Other _____

Setup Date: _____ **AND** Removed on Date: _____

Flame Resistance Certificate for tents and booths must be attached.

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

Name: _____

Company/Firm: _____

Phone: _____ Fax: _____ Email _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Local Contact Person _____ Phone: _____

PROPERTY OWNER:

Name (as on property record): _____

Phone: _____ Fax: _____ Email: _____

Mailing Address: _____

City: _____ State _____ Zip: _____

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

Name _____ Title _____

Phone: _____

SIGNATURE OF PROPERTY OWNER(S)/AGENT

(I) (WE) understand that this document becomes a part of the permanent records of the Town of Longboat Key. (I) (WE) hereby certify that the above statements and the statements or showings made in any paper or plans submitted herein are true to the best of (my) (our) knowledge and belief.

Signature of Owner/Agent _____

Printed/Typed Name of Owner/Agent _____

NOTARIZATION OF OWNER/APPLICANT SIGNATURE: (Please note, if an applicant is signing on behalf of the owner, the applicant assumes full responsibility on behalf of the owner)

State of _____

County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization , this ____ day
of _____ 20____ By _____

Signature of Notary Public _____

Printed/Stamped Name of Notary Public _____

Personally known OR produced identification Type of ID _____