



## **INFORMATION ON TEMPORARY USES**

***What is a temporary use permit?*** The purpose of a temporary use permit is to allow activities that are not intended to be permanent. The maximum time limit for temporary use permits is ninety (90) days, subject to one (1) extension for a period of up to thirty (30) days.

***How do I apply for a temporary use permit?*** An applicant for a temporary use permit must submit the following documents to the Community Development Department:

- A complete and signed application. Incomplete applications will not be processed and will be returned.
- A parcel map locating the existing use and proposed temporary use.
- A completed and signed agent authorization form if someone else will be representing the property owner at the public hearing.
- Cash or check made payable to the City of St. Pete Beach for the amount of the application: \$50. The City is not equipped to accept debit or credit card transactions at this time.
- Any additional information requested by staff.

***\*The applicant is required to carry general liability insurance of \$1,000,000 per occurrence for bodily injury and property damage and name the City as an additional insured.***

***What is the process for temporary use permits?*** After receiving a temporary use permit application, staff has ten (10) days to review it for completeness. If the application is complete, it will be forwarded to the Technical Review Committee (TRC) for approval. The TRC is made up of representatives from various City departments. Their schedule is as follows:

## Technical Review Committee Deadlines

The TRC meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 10:00am in the Community Development Department conference room. The following applications must be reviewed by the TRC:

- (1) Site Plans
- (2) Subdivisions
- (3) Conditional Uses
- (4) Amendments to the Zoning Map
- (5) Amendments to the Future Land Use Map
- (6) Variances on property being used for other than single-family detached residential purpose
- (7) Vacations of Streets, Plats or other property
- (8) Temporary Uses
- (9) All other applications assigned by the City Manager

Application Due Date By 12:00pm	Meeting Date
December 28, 2020	January 20, 2021
January 11, 2021	February 3, 2021
January 25, 2021	February 17, 2021
February 8, 2021	March 3, 2021
February 22, 2021	March 17, 2021
March 15, 2021	April 7, 2021
March 29, 2021	April 21, 2021
April 12, 2021	May 5, 2021
April 26, 2021	May 19, 2021
May 10, 2021	June 2, 2021
May 24, 2021	June 16, 2021
June 14, 2021	July 7, 2021
June 28, 2021	July 21, 2021
July 12, 2021	August 4, 2021
July 26, 2021	August 18, 2021
August 9, 2021	September 1, 2021
August 23, 2021	September 15, 2021
September 13, 2021	October 6, 2021
September 27, 2021	October 20, 2021
October 11, 2021	November 3, 2021
October 25, 2021	November 17, 2021
November 8, 2021	December 1, 2021
November 22, 2021	December 15, 2021
December 13, 2021	January 5, 2022



## TEMPORARY USE PERMIT APPLICATION

CASE NUMBER: \_\_\_\_\_

### PROPERTY FOR PROPOSED TEMPORARY USE

Legal Description: \_\_\_\_\_

Parcel ID \_\_\_\_\_

Address \_\_\_\_\_

Current Zoning: \_\_\_\_\_ FLUM Designation: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

### APPLICANT/AGENT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### PROPERTY OWNER:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**DETAILS OF THE REQUEST: Include length of time requested and hour of the day the use will be utilized (Add additional sheets if necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### Owner's Authorization for Agent

I/WE \_\_\_\_\_  
(print name of property owner)

hereby authorize \_\_\_\_\_  
(print name of agent)

to represent me/us in an application for \_\_\_\_\_  
(type of application: variance, conditional use, zoning, etc.)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name of Owner

\_\_\_\_\_  
Print Name of Owner

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

\_\_\_\_\_  
(Notary Signature) (Date)

My Commission Expires: \_\_\_\_\_