

CITY OF LONGWOOD

Community Development Services Department
174 W. Church Avenue Longwood, FL 32750
Phone 407-260-3462 FAX 407-263-2336

APPLICATION INSTRUCTION **Temporary Use Permit**

Fees due upon submittal of Temporary Use Permit Application

- Regular Temporary Use Permit Fee \$200.00
- Non-profit (religious, charitable, youth, civic) must provide proof of Tax Exempt \$20.00

The attached application for the **Temporary Use Permit (TUP)** must be completely filled out and legible. Instructions are provided for assistance to the applicant and may be modified from time to time as the need dictates. It is the applicant's responsibility to ensure that the current requirements of the applicable portions of the City Code are met. Depending upon the application request, additional information may be required to finalize the requested action, which the applicant shall provide to the City.

Applicants may arrange a pre-application conference with the Community Development Division to discuss the proposed activity prior to the submission of an application review process for a TUP. A tentative schedule for completion of the process will be discussed and any additional requirements identified.

The following laws, regulations and codes may provide requirements for the above processes, included but not limited to:

The City of Longwood Code Chapter 58 Sec. 191-196
The Longwood Development Code

REQUIRED FOR SUBMITTAL:

- **Complete application and fee - submitted at least 15 days prior to the event.**
- **1 copy of a site plan/survey showing existing conditions with location and setbacks for temporary structures and impacted parking spots clearly identified and number of affected parking spots indicated.**
- **A complete written description of temporary use activities.**
- **If applicant is not the property owner, a letter allowing permission for the proposed use is required and must be signed by the property owner.**
- **Written response to all seventeen (17) conditions (see page 4).**

A Temporary Use is defined as a prospective use, intended for limited duration, to be located in a land use district not permitting such use, and not continuing a nonconforming use or building. A temporary use permit may be granted for up to thirty (30) days with a minimum of a ninety (90) day interval between each permit.

Approval of a Temporary Use Permit does not release the applicant from obtaining all necessary building permits, arbor permits, sign permits, applicable state agency permits, occupational licenses from both the City and Seminole County or paying all applicable fees.

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Sec. 58-191 Temporary Use Table

The following table identifies the temporary uses permitted within the various land use designations on privately owned property:

<u>Temporary Uses</u>	
<u>Temporary Uses Permitted</u>	<u>Land Use Where Permitted</u>
Produce/Seasonal or Temporary New and Used Goods Sales	Infill and Mixed Use (IMU), Neighborhood Commercial Mixed Use (NCMU)
Separate Carnivals, Circuses and Revivals	Infill and Mixed Use (IMU)
Rummage sales, Carnivals, circuses, revivals directly associated with existing churches, public or private schools, not-for-profit organizations	Only on the property where the church/school/not-for-profit is located.
Semi-Annual Inventory Sales	Industrial (IND)
Outdoor Promotional Sales	Infill and Mixed Use (IMU) & Industrial (IND)
Special Event Sales	Infill and Mixed Use (IMU), Industrial (IND), Neighborhood Commercial Mixed Use (NCMU), and Downtown Historic (DH)
Outdoor Music Festivals/Arts and Crafts Shows	Infill and Mixed Use (IMU), Industrial (IND), Neighborhood Commercial Mixed Use (NCMU), and Downtown Historic (DH)

Sec. 58-192. Temporary Use Permits (TUP)

A temporary use permit must be obtained from the Community Development Division prior to beginning operation. **A complete application shall be submitted to the City at least fifteen (15) working days prior to the scheduled start of the event.** The Community Development Division shall submit TUP applications to the appropriate City Departments for review and comment prior to its issuance.

Sec. 58-193. Issuance of Temporary Use Permits

(a). A complete application shall be provided to the City at least fifteen (15) working days prior to the scheduled start of the event.

(b). All signs used in conjunction with the TUP shall be identified and located on a plan for review by the Community Development Division in accordance with the Land Use district regulation. **Building permits in addition to this application** for all signs, tents above 200 SF and/or other structures shall be required.

(c.). The Community Development Division may issue a Temporary Use Permit (TUP) if the conditions are met and signed on page 4.

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TEMPORARY USE PERMIT APPLICATION

City Project Number: _____

<p>Subject Property: (copy of tax record receipt and current survey to be attached)</p> <p>Tax ID Number(s): _____</p> <p>Project Name: _____</p> <p>Address: _____</p> <p>Legal Description: _____</p> <p>Size of property: _____ Acres _____ Sq. Ft.</p> <p>Future Land Use Designation: _____</p> <p>Existing Use: _____ Proposed Use: _____</p>	<p>_____</p> <p>Date Submitted</p> <p>_____</p> <p>Event Dates</p> <p>_____</p> <p>Event Hours</p> <p><input type="checkbox"/> I would like a temporary sign for this event (additional permit required).</p> <p><input type="checkbox"/> I would like a tent for this event (additional permit required).</p>
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<p>Owner</p> <p>Address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Phone: _____</p> <p>FAX: _____</p> <p>E-Mail: _____</p>	<p>Project Representative (if different)</p> <p><i>(Requires notarized letter from property owner)</i></p> <p>Address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Phone: _____</p> <p>FAX: _____</p> <p>E-Mail: _____</p>
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CERTIFICATION:

I hereby certify that I have read this application and that the information supplied herein is true and correct to the best of my knowledge. I agree to comply with the current City Codes and Ordinances and County, State and Federal laws regarding land development. I am the property owner, or authorized agent, of the subject property that this petition applies to.

Print: Owner/Authorized Agent Name

Signature

Date

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FOR DEPARTMENT USE ONLY

City Project Number: _____

Approved:

Approved with Conditions:

Denied:

Conditions

- Planning Department:

- Building Official:

- Longwood Fire Department:

- Longwood Police Department:

Community Development Director/Designee

Date

Building Official Approved: Approved with Conditions: (*)Denied: Date: _____

Longwood Fire Department Approved: Approved with Conditions: (*)Denied: Date: _____

Longwood Police Department Approved: Approved with Conditions: (*)Denied: Date: _____

(*) Note: If denied see attached explanation

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In order for the Community Development Division to issue a Temporary Use Permit (TUP), please initial each condition to verify the condition has been met.

- ___1. The proposed use provides safe ingress and egress to the site for both vehicles and pedestrians.
- ___2. The proposed use complies with the appropriate Fire and Safety Code requirements.
- ___3. The proposed use complies with the appropriate Building Code requirements.
- ___4. The applicant may be required to provide adequate assurance, including but not limited to performance bonds or letters of credit, that the site conditions will be restored at the end of the time limit.
- ___5. Each TUP shall include a specific termination date not to exceed 30 days with a minimum of 90 days between each permit; and daily operating hours. Operating hours are limited to 8:00 a.m. to 10:00 p.m.
- ___6. The TUP shall be displayed in an all-weather container that allows the permit to be viewed from the adjacent public street.
- ___7. No ingress or egress to the site shall be solely through a residential street.
- ___8. All lighting shall be directed away from adjacent properties and public rights-of-way.
- ___9. All TUP's shall require signature of the property owner or a signed authorization by the property owner for the applicant to apply for the permit.
- ___10. Semi-annual retail inventory sales shall be permitted in the Industrial land use districts.
- ___11. Occupational Licenses are required for certain temporary use permits pursuant to the requirements of Chapter 82, article II of the City Code.
- ___12. Garage and yard sales are regulated under Chapter 66, article II of the City Code.
- ___13. Tents over 200 SF, and the like, in addition to obtaining a TUP are required to obtain a Building Permit.
- ___14. Any other information as determined necessary for a TUP at a particular location shall be properly analyzed.
- ___15. TUP's issued for a property that has an existing building must have an active ongoing business being conducted on the premises.
- ___16. Adequate parking is available on-site or within 300 feet (with written consent of the property owner) to service both the temporary use and the permanent uses on the site.
- ___17. Based on its review and the comments received from other city departments, the planning division may attach additional conditions on the Temporary Use Permit as may be deemed necessary to ensure compliance with this Section.

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Sec. 58-194. Appeals.

The decision by the planning division regarding a temporary use permit may be appealed to the board of adjustment pursuant to the requirements of the Longwood Development Code. The board of adjustment decision may be appealed in the manner provided for in the Longwood Development Code.

Sec. 58-195. Enforcement.

Failure to comply with the requirements of this article shall be considered a violation of the City Code and shall be subject to the enforcement actions described in the Code. The Community Development Division shall notify the Codes Enforcement Section of all TUPs and associated dates of operation.

Sec. 58-196. Fees.

Failure to comply with the requirements of this article shall be considered a violation of the City Code and shall be subject to the enforcement actions described in this Code. The planning division shall notify the codes enforcement section of all temporary use permits and associated dates of operation.

If the applicant is someone other than the property owner, the application must include a statement signed by the property owner which authorizes the applicant to apply for this specific purpose and location on his behalf must be attached to the application.

CERTIFICATION:

I hereby certify that I have read this application and the information included, and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all City Ordinances and State Laws regarding this request. I am the property owner, or his authorized agent, of the subject property.

Print owner/authorized Agent Name

Signature

Date