



## **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:



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