



City of St. Pete Beach

Community Development
Department
155 Corey Avenue
St. Pete Beach, Florida 33706
727-363-9241
www.stpetebeach.org

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 1st and 3rd 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 11, 2017 | January 3, 2018 |
| December 26, 2017 | January 17, 2018 |
| January 15, 2018 | February 7, 2018 |
| January 29, 2018 | February 21, 2018 |
| February 12, 2018 | March 7, 2018 |
| February 26, 2018 | March 21, 2018 |
| March 12, 2018 | April 4, 2018 |
| March 26, 2018 | April 18, 2018 |
| April 9, 2018 | May 2, 2018 |
| April 23, 2018 | May 16, 2018 |
| May 14, 2018 | June 6, 2018 |
| May 29, 2018 | June 20, 2018 |
| June 18, 2018 | July 11, 2018 |
| July 2, 2018 | July 25, 2018 |
| July 16, 2018 | August 8, 2018 |
| July 30, 2018 | August 22, 2018 |
| August 13, 2018 | September 5, 2018 |
| August 27, 2018 | September 19, 2018 |
| September 10, 2018 | October 3, 2018 |
| September 24, 2018 | October 17, 2018 |
| October 15, 2018 | November 7, 2018 |
| October 29, 2018 | November 21, 2018 |
| November 12, 2018 | December 5, 2018 |
| November 26, 2018 | December 19, 2018 |
| December 10, 2018 | January 2, 2019 |



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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

Community Development Department
City of St. Pete Beach, Florida

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 _____
2015, by _____ who is personally known _____
or produced _____ as identification.

(Notary Signature)

(Date)

My Commission Expires _____