



CITY OF GREENACRES
BUILDING DEPARTMENT
Temporary Use Permit Application

5800 Melaleuca Lane
 Greenacres, FL 33463
 Tel: (561) 642-2052
 Fax: (561) 642-2049

GENERAL INSTRUCTIONS **TRACKING#**

In order to process your application, please complete the information below:

1. ___ Submit two (2) copies of site plan drawn to scale, including all details as listed on the Temporary Use Checklist.
2. ___ Proof of Liability Insurance (required only if activity is on city property). The certificate must name The City of Greenacres as Certificate Holder and have at least 1 million in coverage.
3. ___ Owner authorization letter from the lessor if space is rented.

LOCATION OF ACTIVITY

Property Control #: 18 - 42 - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____
 Business Name: _____
 Address: _____ Subdivision/Plaza: _____

APPLICANT

Name: _____ Email: _____
 Address: _____ City: _____ ST: _____ Zip: _____
 Phone: (_____) _____ Fax: (_____) _____

PROPERTY OWNER Same as Applicant

Name: _____ Phone: (_____) _____
 Address: _____ City: _____ ST: _____ Zip: _____

PROPOSED USE

Use: _____
 Requested Dates: _____ Times (if applicable): _____
 Contact Name: _____ Contact Phone: (_____) _____

I certify that the information supplied on this application is complete and accurate to the best of my knowledge.

Signature of Applicant

Applicant Name Printed

Date

(OFFICE USE)

Permit Fee: \$ _____ Fee Waived: Yes No Zoning District: _____
 Date NOPR: _____ Initials: _____ Note: _____

TEMPORARY USE PERMIT APPLICATION Procedure

1. Applications for temporary uses will be reviewed by the Zoning Administrator with additional comments provided by the Land Development Staff (LDS) when appropriate (*special events*).
2. Applications must contain a site plan (*drawn to scale*) showing the specific location where the use will be conducted, the nature of the activities to be conducted, and the period of time for which the temporary use permit is requested.
3. The review, at minimum, must ensure:
 - a) The use will not create a nuisance.
 - b) The use will not generate excessive vehicular traffic.
 - c) The use will not generate a vehicular parking problem.
 - d) The use will properly separate vehicular and pedestrian traffic.
 - e) The use and associated activities will not violate City Code provisions.
4. All temporary use permits shall pay a fee in accordance with the following schedule at the time of application submittal

| | | |
|-----------|---------------------------------------|-----------------|
| a. | Banners/Signs/Balloons. | \$80.00 |
| b. | Outdoor Events. | \$110.00 |
| c. | City Sponsored/Related Events. | No Fee |
| d. | Parades. | \$110.00 |
| e. | Trailers. (Construction/Sales Office) | \$110.00 |

5. The Zoning Administrator will prepare a memorandum to the Building Department indicating approval of the temporary use, outlining its nature, location, authorized period and conditions of approval if any.
6. The Zoning Administrator will be charged with keeping a log of temporary uses outlining the location, nature of use and authorized period of operation.