



City of Longwood Temporary Use Permit

Project Number

Application Fee

- 30-Day Event - \$200.00**
- 24-Hour Event - \$50.00**
- Monthly Event (6 Months) - \$300.00**
- Non-Profit - \$20.00**
- Waiver Request - \$50**

Required Information Checklist

- Property Owner Authorization**
Where the applicant is not the property owner, include notarized property owner authorization for the event.
- Completed and Signed City Code Chapter 58**
Complete and sign to confirm review of Chapter 58 on Page 4 of this application.
- Project Narrative**
A complete written description of temporary use activities.
- Event Map on Site Plan or Survey**
A site plan detailing the extent of the event including safe ingress/egress for pedestrians and vehicles, the location of any buildings, parking spaces, signage, tents, or other items associated with the event.
- Sign Dimensions and Location**
For signs that do not require a separate building permit, provide graphics, dimensions, and a location map for any event signage.

Waiver Request (Optional)

TUP standards may be waived or modified by the City Commission with a waiver request, a completed application, and an additional fee.

- Letter indicating the requested waivers/modification and a justification for the need for the waiver/modification must be submitted to the city no later than 30 working days prior to the event.

Additional Permits

- I would like a temporary sign for this event.** Sign permits are only required where specified by the Florida Building Code.
- I would like a tent for this event.** Building permits are required for tents over 200 SF.

A **temporary use** is a use or activity offered to the general public on private property which is not contemplated in the approved site plan or other development approval, and which is generally consistent with the applicable district. Temporary uses shall include gatherings or events, or series of related consecutive or recurring daily gatherings or events, including but not limited to, those of an entertainment, cultural, recreational, educational, commercial, social or sporting nature, which occur outdoors on a site and/or create traffic and site impacts that exceed those generally anticipated for the site.

Submittal Date	Event Name
Event Address	
Event Parcel ID(s)	
Event Date(s)	Event Hours
Completed applications are due 15 working days prior to the start of the event. Completed applications with waiver requests are due 30 days prior to the start date of the event to allow for City Commission review.	Operating hours are limited to 7:00 a.m. to 11:00 p.m., though compliance with any nuisance requirements is still required.
Temporary Uses Permitted	Land Use Where Permitted
<input type="checkbox"/> Produce/seasonal or other food sales <input type="checkbox"/> New and used goods sales <input type="checkbox"/> Outdoor sales <input type="checkbox"/> Outdoor music festivals/arts and crafts shows and other cultural or educational events <input type="checkbox"/> Recreational/sporting events	<input type="checkbox"/> Infill and Mixed Use, <input type="checkbox"/> Neighborhood Commercial Mixed Use <input type="checkbox"/> Industrial <input type="checkbox"/> Downtown Historic
<input type="checkbox"/> Carnivals, circuses and revivals	<input type="checkbox"/> Infill and Mixed Use <input type="checkbox"/> Contained on the property of the church/school/not-for-profit hosting the event
<input type="checkbox"/> Semi-annual inventory sales	<input type="checkbox"/> Infill and Mixed-Use <input type="checkbox"/> Industrial
Contact Information	
Owner	Applicant (if different than Owner)
Address	Address
Contact Phone	Contact Fax
Contact E-Mail	
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 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.	
Applicant Signature	Date

TEMPORARY USES

Sec. 58-191. - Temporary use table.

A temporary use is a use or activity offered to the general public on private property which is not contemplated in the approved site plan or other development approval, and which is generally consistent with the applicable district. Temporary uses shall include gatherings or events, or series of related consecutive or recurring daily gatherings or events, including but not limited to, those of an entertainment, cultural, recreational, educational, commercial, social or sporting nature, which occur outdoors on a site and/or create traffic and site impacts that exceed those generally anticipated for the site.

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

Temporary Uses

Temporary Uses Permitted	Land Use Where Permitted
Produce/seasonal or other food sales, new and used goods sales, outdoor sales, outdoor music festivals/arts and crafts shows and other cultural or educational events, recreational/sporting events	Infill and Mixed Use, Neighborhood Commercial Mixed Use, Industrial, and Downtown Historic
Carnivals, circuses and revivals	Infill and Mixed Use or contained on the property of the church/school/not-for-profit hosting the event
Semi-annual inventory sales	Infill and Mixed Use and Industrial

For uses that are not listed, the community development services director may approve similar uses based upon an evaluation of projected impacts in terms of parking, trip generation, environmental impact, impact on city facilities, consistency with Comprehensive Plan and Development Code standards, and/or other pertinent factors.

Sec. 58-192. - Temporary use permits (TUP).

A temporary use permit must be obtained from the planning division prior to beginning operation. A complete application shall be submitted to the city at least 15 working days prior to the scheduled start of the event. When requesting a waiver, a completed application shall be submitted 30 days prior to the scheduled start date of the event to allow for city commission review. The planning division shall submit TUP applications to the appropriate city departments for review and comment prior to its issuance. Following the submittal of an application, the community development services department may determine that a proposed use does not generate impacts beyond those anticipated for the site and does not require a temporary use permit.

Sec. 58-193. - Issuance of temporary use permits.

- (a) A complete application shall be provided to the city at least 15 working days prior to the scheduled start of the event. Applicants are advised to schedule a pre-development inquiry session prior to submitting their application, to help expedite the application review process.
- (b) All signs used in conjunction with the temporary use permit shall be identified and located on a plan for review by the planning division in accordance with the land use district regulations. A building permit for all, tents and/or other structures shall be required as specified by the Florida Building Code.
 - (1) Temporary signage related to a TUP shall only require an additional sign permit where such permit is required by the Florida Building Code. A requirement for a sign permit shall be identified by the Building Division before or during the review of the TUP application.
 - (2) Temporary signs allowed as part of a temporary use permit include: ground signs, banners, and pennants. Wind signs, balloons, and a-frame signs, otherwise prohibited by LDC Section 6.2.2. are allowed exclusively in association with and only for the duration of a approved temporary use permit pursuant to the standards of this section. Portable signs may be utilized for the duration of a valid TUP, regardless of the 30-day time restriction in LDC Section 6.6.3(H).
 - (3) Specific signage requirements for TUPs are as follows:

- a. For 30-day and 24-hour TUPs:
 1. Two banners with a maximum size of 32 square feet, and a maximum height from the ground of 15 feet.
 2. One balloon with a maximum height of 25 feet above the ground or the roof of the building it is attached to or one portable/trailer sign with a maximum size of 32 square feet. Balloon displays comprised of tethered balloons shall not exceed 100 feet in height above ground level. This height allocation may be reduced or the balloon permit application may be denied if site conditions are such as trees, aerial utility lines, adjacent roadways, or other circumstances warrant, in order to ensure the safety and welfare of the public. Tethered balloon displays shall not be displayed between dusk and dawn each day or on excessively windy days where the wind causes the display to be offset more than 30 degrees from vertical. Balloon displays secured by a cable, cord, or rope may have small pennants attached thereto for visibility purposes, but shall not contain additional advertising.
 3. One wind sign per 20 lineal feet of frontage or five feet of pennants per lineal foot of frontage
 4. One A-frame sign is allowed.
- b. For monthly/recurring TUPs:
 1. Two banners with a maximum size of 32 square feet and a maximum height from the ground of 15 feet only for the day of the event.
 2. Two on-site signs at the location of the recurring event of no more than four square feet, to be allowed for the duration of the temporary use permit.
 3. One A-frame sign is allowed.
- (4) Signage included as part of a 30-day or 24-hour temporary use permit may be placed on site up to seven days prior to the commencement of the temporary use, but must be removed within 24 hours of the completion of the event.
- (5) Signage that is printed onto the canopy material of a canopy or tent is allowed and not subject to signage restrictions.
- (6) Temporary signage associated with a TUP must meet the general design and location standards of Longwood Development Code Section 6.6.2, with the exception of:
 - a. The minimum separation distance of Section 6.6.2(A).
 - b. The size requirements of Section 6.6.2(D).
 - c. The five-foot setback described in Section 6.6.2(H).
- (c) The community development services department may issue a temporary use permit if the following conditions are met following review by the appropriate city departments:
 - (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 temporary use permit shall indicate the day(s) and the operating hours of the event. Temporary use permits shall be issued in the following increments:
 - a. 24-hour temporary use permits. No more than three 24-hour temporary use permits shall be issued per development per calendar year.
 - b. 30-day temporary use permit. No more than three 30-day temporary use permits may be issued per development per calendar year.
 - c. Monthly/recurring temporary use permit. A permit of this type is valid for six months from issuance and authorizes a maximum of one nine-hour event (including setup/tear-down time) per month during this six-month period. The permit may be renewed after six months. No more than one monthly/recurring temporary use permit may be active at any given time.

Operating hours are limited to 7:00 a.m. to 11:00 p.m., though compliance with any nuisance requirements is still required.

- (6) The temporary use permit 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) Events with amplified music or sound must be consistent with the nuisance standards in Chapter 38. All lighting shall be directed away from adjacent properties and public rights-of-way.
- (9) All temporary use permits shall require signature of the property owner or a signed authorization by the property owner for the applicant to apply for the permit.
- (10) The applicant testifies that all applicable licenses, including state licenses, have been acquired or will be acquired prior to the issuance of the permit. Business tax receipts (BTRs) are required for certain temporary use permits pursuant to the requirements of Chapter 82, Article II.
- (11) Residential garage and yard sales are regulated under Chapter 66, Article II.
- (12) Tents over 200 square feet, and the like, in addition to obtaining a temporary use permit, are required to obtain a building permit.
- (13) Any other information as determined necessary for a temporary use permit at a particular location shall be properly analyzed and approved.
- (14) 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.
- (15) 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.

Sec. 58-194. - Waiver or modifications of requirements of temporary use permits.

The city commission may at their discretion waive or modify any provision of this article, where it can be shown that impacts associated with the temporary use (including traffic, parking, restrooms, noise, aesthetics, etc.) can be adequately mitigated and a finding is made that the temporary use is beneficial to the community and the approval of the modification or waiver does not provide for the permanent establishment of a temporary use. The commission may attach as a part of their approval any conditions necessary to reduce the impacts associated with the temporary use, including but not limited to the location of the event on the property, place limitations on the operation of the use, place restrictions on the duration and frequency of the event, make provision for overflow parking, require additional provision for public safety, and provide for additional requirements pertaining to signage.

To request a waiver or modification, a completed temporary use permit application and the required fees, along with a letter indicating the requested waivers/modification and a justification for the need for the waiver/modification must be submitted to the city no later than 30 working days prior to the event.

Sec. 58-195. - Appeals.

The decision by the planning division regarding a temporary use permit may be appealed to the city commission pursuant to the requirements of the Longwood Development Code.

Sec. 58-196. - 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 this Code. The planning division shall notify the codes enforcement section of all temporary use permits and associated dates of operation.

Sec. 58-197. - Fees.

The fees for temporary use permits shall be as established by the city commission by resolution.

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