



City of Alachua Temporary Use Permit Application

FOR OFFICE USE ONLY

Approved Planner Signature: _____

Denied _____

Approved with conditions listed below

Amount Paid: _____ Receipt Number: _____

You must provide all information requested for your application to be considered complete. Incomplete applications will not be accepted.

A. PROCESS

1. Meet with the City of Alachua prior to planning your temporary use/structure to determine whether the proposed temporary use/structure is consistent with the Comprehensive Plan and Land Development Regulations (LDRs), and any other applicable regulations.
2. Submit Temporary Use Permit to Planning & Community Development Department a minimum of thirty (30) calendar days prior to the commencement of the temporary use/structure.

B. APPLICANT

1. Applicant's Status Owner of Property Tenant (*if tenant, attach property owner authorization letter*)
2. Name of Applicant(s) or Contact Person(s): _____ Title: _____
Corporation/Organization Name and/or D.B.A.: _____
State of Incorporation: _____ Tax ID #: _____
City of Alachua Local Business Tax #: _____ Sales Tax #: _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: (____) _____ FAX: (____) _____ e-mail: _____
3. If the applicant is Tenant:
Name of Owner: _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____

C. SUBJECT PROPERTY

1. Address of Subject Property: _____
2. Parcel ID Number(s): _____
3. Existing Use of Property: _____
4. Future Land Use Map Designation: _____
5. Zoning Designation: _____
6. Number of Acres: _____
7. Number of Existing Structures on the Property: _____
8. Number of Striped Parking Spaces on Site: _____

D. TEMPORARY STRUCTURE/SALES OR SPECIAL EVENT INFORMATION:

- Temporary Structure
 - Expansion or Replacement of Existing Facilities (including temporary offices for construction and/or security personnel) † (**YOU MUST COMPLETE SECTION F, NUMBER 1**)
 - Real Estate Sales Office/Model Sales Home † (**YOU MUST COMPLETE SECTION F, NUMBER 2**)
- Temporary Sales
 - Sale/Display of Goods Other Than Agricultural Products † (**YOU MUST COMPLETE SECTION F, NUMBER 3**)

† You must provide a **detailed** description and a site plan which illustrates how you comply with specific regulations for this use. The Planning & Community Development Department will provide you with a copy of specific regulations as defined in the Land Development Regulations (LDRs).

E. STANDARDS FOR TEMPORARY USES AND STRUCTURES

You must submit a site plan which illustrates compliance with each of the standards below. In addition, initial each of the following requirements of Section 4.5.5 of the Land Development Regulations to indicate your understanding and acceptance of these requirements:

- (A) _____ That the temporary use or structure can not be detrimental to property or improvements in the surrounding area or to the public health, safety, or general welfare.
- (B) _____ That the temporary use or structure will not have substantial adverse effects on noise impacts on nearby neighborhood residential neighborhoods.
- (C) _____ That the temporary use shall comply with all applicable general standards of Section 4.5.5, *General Standards for all Temporary Uses and Structures*, and the relevant specific standards of said Section, unless otherwise expressly stated
- (D) _____ That there will be no permanent alterations to the site.
- (E) _____ That temporary signs associated with the temporary use or structure must be removed when the activity ends.
- (F) _____ That the temporary use or structure will not violate any applicable conditions of approval that applies to a principal use of the site.
- (G) _____ **IF THE PROPERTY IS UNDEVELOPED**, that the site contains sufficient land area to allow the temporary use or structure to occur, as well as adequate land to accommodate any parking and traffic movement associated with the temporary use, without disturbing sensitive or protective resources, and required buffers (*SHOW ON SITE PLAN TO ILLUSTRATE COMPLIANCE*).
- (H) _____ **IF THE PROPERTY IS DEVELOPED**, that the temporary use or structure will be located in an area that is not actively used by an existing approved principal use, which would support the proposed temporary use without encroaching or creating a negative impact on existing buffers, open space, landscaping, traffic movements, pedestrian circulation, sensitive or protected resources, or parking space availability (*SHOW ON SITE PLAN TO ILLUSTRATE COMPLIANCE*).
- (I) _____ That any tents or other temporary structures will be located so as to not interfere with the normal operations of any permanent use located on the property.
- (J) _____ That adequate off-street parking will be provided to accommodate the proposed temporary use (*SHOW ON SITE PLAN TO ILLUSTRATE COMPLIANCE*).
- (K) _____ That all inspections and permits required by applicable building codes shall be approved by the appropriate person and/or agencies.

F. SPECIFIC REGULATIONS FOR CERTAIN TEMPORARY USES

Please complete all applicable sections below. If the application is for a Special Event, please skip Section F and proceed to Section G.

1. Expansion or Replacement for Certain Temporary Uses and Structures

Factory-fabricated, transportable buildings designed to arrive at the site ready for occupancy (except for minor unpacking and connection to utilities), and designed for relocation to other sites, may be placed on land to serve as the following (please check which is applicable to your request):

- _____ Expansion space for existing religious institutions, health care facilities, or government offices
- _____ Temporary classroom space to augment an existing school facility.
- _____ Temporary offices for construction and security personnel during the construction of a development
- _____ Temporary quarters for recreational facilities that are being provided in conjunction with a new residential development
- _____ Temporary quarters for other non-residential uses when the permanent building has been destroyed by a fire or other physical catastrophe

_____ Temporary office for one of the following uses: hiring, membership solicitation, apartment office/leasing, and other general office uses.

You must submit a site plan which illustrates compliance with the following:

1. The temporary structure is not located within an existing landscape or buffer area or buffer setback, areas designated for future buffer areas whether or not vegetation currently exists, or other areas designated on the site for open space, vehicular use, or ingress/egress.
2. The location of off-street parking that serves the temporary structure ONLY (parking cannot be required to serve the primary use of the site).

Initial each of the following requirements of Section 4.5.6 of the Land Development Regulations to indicate your understanding and acceptance of these requirements:

- _____ That the temporary structure shall be factory fabricated and transportable.
- _____ That all permits required by the applicable building, electrical, plumbing, and mechanical codes shall be obtained prior to installation of the temporary structure.
- _____ That the temporary structure shall be compatible with the existing buildings on the site in terms of exterior color.

2. Real Estate Sales Office and Model Sales Home

Initial each of the following requirements of Section 4.5.6 of the Land Development Regulations to indicate your understanding and acceptance of these requirements:

- _____ That the use will be located on a lot approved by the City as part of a development.
- _____ That signage complies with Section 6.5 of the Land Development Regulations.
- _____ That the temporary use will be aesthetically compatible with the character of surrounding development in terms of exterior color, predominant exterior building materials, and landscaping.
- _____ That the temporary use complies with the minimum yard and setback standards of the zone district in which it is located.
- _____ That off-street parking will comply with the standards of Section 6.1 of the Land Development Regulations.
- _____ That upon termination of the temporary real estate office or model sales home, the structure will be converted into, or removed and replaced with, a permanent residential use.
- _____ That all trailers will be removed from the site before the City will issue a certificate of occupancy for the site.

***NOTE:** In approving or renewing approval of a real estate sales office, the LDR Administrator may impose other conditions as is deemed necessary to avoid adverse impacts that the use as a sales office may have on adjacent properties or the community as a whole.

3. Sale/Display of Goods Other Than Agricultural Products

Merchants may display and/or sell goods in the City on a temporary basis without establishing a permanent place of business, subject to the standards of Section 4.5.6(D) of the Land Development Regulations.

You must submit a site plan which illustrates compliance with the following:

1. The sale/display of goods will be located in an area not actively used that will support the proposed sale of products without encroaching on existing buffers, open space, landscaping, traffic movements, or parking space availability.
2. The proposed sale/display of goods, products, and/or services for commercial purposes is not located within 200 feet of a residential dwelling unit
3. Tents and other temporary structures will be located so as not to interfere with the normal operations of any permanent use located on the property.
4. There is sufficient off-street parking to accommodate the sale of products.

5. The temporary sale of products will not cause interference with the movements of emergency vehicles to such an extent that adequate police, fire, or other emergency services cannot be provided.

Initial each of the following requirements of Section 4.5.6 of the Land Development Regulations to indicate your understanding and acceptance of these requirements:

- _____ That the products sold/displayed are similar or complimentary products, goods, and/or services to those offered by the existing principal use located on the same site.
- _____ That any tents and other temporary structures are comparable with the predominant color of the principle structure on the premises.
- _____ That the hours of operation shall be from no earlier than 7:30 am to no later than 10:00 pm, or the hours of operation of the principal use, whichever is more restrictive.

G. ADDITIONAL REQUIREMENTS/INFORMATION

1. **Site Plan.** You must attach a detailed site plan to your application which indicates the location of all structures, parking areas, etc. The site plan must also notate the adjacent streets. If your application is for a special event, additional detail is required to be shown on the site plan. Refer to the Special Event Permit Application for site plan requirements for special event applications.
2. **Additional Terms.** The City reserves the right to revoke any permit granted for any activity which is found to be in violation of any law, ordinance, or condition of approval.
3. **Conditions of Approval.** In approving the temporary use permit, the LDR Administrator may impose conditions upon the approval of the permit as authorized by the City of Alachua Land Development Regulations.
4. **Duration of Permit.** A temporary use permit shall be limited to the maximum duration as permitted by the City of Alachua Land Development Regulations.

I/We certify and acknowledge that:

1. I/We must comply with the general regulations for a Temporary Use and/or Structure.
2. I/We must comply with any specific regulations for the requested Temporary Use and/or Structure.
3. Falsifying information may result in the Temporary Use Permit being revoked.

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

Date

Date

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20____, by _____, who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

Signature of Notary Public, State of _____

Office Use Only:

Review Date: _____

Tax Parcel Number: _____

FLUM: _____ Zoning District: _____

Setbacks: F _____ R _____ SR _____ SL _____ Not Applicable: _____

Flood Zone: _____ BFE _____ FFE _____

Specific Regulations Applicable: Yes No If yes, LDR Section Number: 4.5.6()

Is applicant Property Owner? Yes No If No, has owner authorization been submitted? Yes No

Are alcoholic beverages being served? Yes No If yes, has State license(s) been obtained? Yes No

Is food & beverage being served? Yes No If yes, has State license(s) been obtained? Yes No

Street Closure Required: Yes No If yes, has Public Services Permit been obtained? Yes No

Insurance Certificate submitted? Yes No Alcoholic Liability Insurance Required? Yes No

Time Period that Temporary Use/Structure to be Approved For: _____

Comments/Conditions of Approval: _____

Sign and fill in the box located at the top right corner of page one (1).