



Community Development

Zoning Division

18400 Murdock Circle, Port Charlotte, FL 33948-1094

Phone: 941.743.1964 or 941.743.1230 Fax: 941.743.1598

www.CharlotteCountyFL.gov

"Delivering Exceptional Service"

Application - Temporary Use Permit (TUP)

Incomplete applications will not be accepted.

Received By: _____ Receipt Number: _____

Receipt Number: _____ Permit Number: _____

Code Z-SPEVENT (Office use only)

The application for a Temporary Use Permit must be submitted to the Charlotte County Zoning Division office at least fifteen (15) business days prior to the beginning of the proposed Temporary Use.

1. **Property Address:** _____
(Location of event) (Address) (City) (Zip)

2. **Name of Applicant:** _____

(Home Address) (City) (State) (Zip)

(Phone Number) / (Fax Number) / (E-mail Address)

3. **Name of Event and/or Sponsor:** _____

(Address) (City) (State) (Zip)

(Phone Number) / (Fax Number) / (E-mail Address)

4. **Property Owner(s) of Record:** _____

(Address) (City) (State) (Zip)

(Phone Number) / (Fax Number) / (E-mail Address)

5. **Owner's Authorization:** Should an applicant not be the owner of the property the applicant must submit a notarized authorization giving the applicant the right to apply for this permit.

6. **Zoning Classification of Property:** _____

7. **Tax Identification Number:** _____

8. **Type of Temporary Use Proposed :** (circle one) **Type 1** or **Type 2** _____

Description of event: _____

(E.g. circus, tent sale, car show, holiday sale, etc.)

9. **Dates of Temporary Use:** From; _____ To; _____

10. **Hours of Operation for the Temp. Use:** _____

cc: File / Fire & EMS / BCS / Code Compliance

(Return completed form to the Zoning Office)



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Special Note: If food will be served at this event applicant must obtain a Sanitation Certificate from the County Health Department prior to issuance of this Temporary Use Permit.

11. Type 1 and 2 Permits: The following additional application requirements, if applicable, shall be provided for all type of events:

- A letter from the Charlotte County Sheriff's Office (CCSO) setting forth the sheriff's determination whether any additional security or police service is necessary and the arrangement that has been made to accommodate that need; and,
- A letter from the Charlotte County Fire/EMS Department setting forth a determination on whether any additional fire or rescue service is necessary and whether an arrangement has been made to accommodate that need; and,
- If the Event requires a Road Closure for less than a 24-hour period, no public works approval needed. If the Event needs a Road Closure for more than 24-hours (other than Emergency Events), Applicant needs to attach a Maintenance of Traffic (MOT) plan (must be signed by a professional Engineer) with the permit application for the review by Public Works Dept. at least 45 days prior to the event. This will allow us to properly review the application and intimate the agencies and issue a Public Service Announcement (PSA) about the Road Closure.
- General liability with "CCBCC, 18400 Murdock Cir. P.C. FL 33948" as certificate holder.
- A copy of the Charlotte County Business Tax Receipt obtained from Charlotte County Tax Collectors office.
- Contract for port o-lets from property owner or letter from owner allowing use of the on-site restrooms.

12. Site will be cleared of debris at the end of each day or at the end of the event by: (check one)

- Waste Management (attach a signed contract) or letter from the owner taking responsibility.
- Charlotte County Event Center (attach copy of Event Center contract)
- Charlotte County Fair Grounds (attach copy of Fair Grounds contract)

13. Site Plan Required: Attach a site plan, of an appropriate scale, which illustrates clearly the location, size and placement of all existing structures, property lines, streets, drives, parking lots, as well as any proposed temporary use areas, structures, parking plan, dumpsters, and portable toilets, currently located and proposed to be located on the property for this Temporary Use. Note: unless approved by the Zoning Official, a Temporary Use cannot occupy on-site parking required by the Land Development Regulations to accommodate the ordinary parking requirements of the existing structures and uses on the property.

14. Temporary Structures: Temporary structures and stages that cover an area greater than 120 sq. ft. will require a review from the Building Construction Division. Construction documents for the structures shall include a site plan indicating the location of the temporary structure and information delineating the means of egress and the occupant load. The structures shall be located in accordance with the requirements of Table 602 of the Florida Building Code based on the fire-resistance rating of the exterior walls for the proposed type of construction. Temporary structures shall conform to the means of egress requirements of Chapter 10 of the Florida Building Code and shall have an exit access travel distance of 100 feet or less.

15. Application Fee and Permit Fee must be submitted at the time of application:
Temporary Use Application Fees:

Type 1 Permit - (up to 1500 sq. ft.) \$150.00

Type 2 Permit - (1501 sq. ft. and above) \$300.00

Office Use Only:



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Affidavit of Applicant

I, the undersigned, being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owners of the majority of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all sketches, data and other supplementary matters attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application may be considered, and that if I am not the owner of the property, I have attached a notarized authorization from the owner(s) to submit with this application. I further agree to abide by all requirements for **Temporary Uses** as set forth in Section 3-9-87 of Charlotte County Code.

State of _____, **County of** _____ The foregoing instrument was acknowledged before me this _____ day of _____, _____, (Month) (Year) by _____ who is personally known to me or; has produced _____ as identification and who did / did not take an oath.

Signature of Notary

Signature of Applicant

Printed Name of Notary

Commission Number

Property Owner's Consent

I, _____, property owner of _____ (print name) do hereby give permission to _____, to operate a **Temporary Use**, as permitted by the Charlotte County Code, Section 3-9-87, at the aforementioned location.

State of _____, **County of** _____ The foregoing instrument was acknowledged before me this _____ day of _____, _____, (Month) (Year) by _____ who is personally known to me or; has produced _____ as identification and who did / did not take an oath.

Signature of Notary

Signature of Owner

Printed Name of Notary

Commission Number



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Please be advised that an application for the following Temporary Use (Special Event) has been made and possibly will be taking place subject to approval by the:

- Charlotte County Sherriff's Department
- Charlotte County Fire/EMS, and
- Charlotte County Public Works

Written description of proposed temporary use, including dates and times:

As per Charlotte County Zoning Code; **Section 3-9-87 Temporary Use Code**, approval signatures are required from the following offices prior to final approval by the Zoning Official.

Charlotte County Sheriff's Office

Date

Charlotte County Fire/EMS Department

Date

Charlotte County Public Works Department

Date

(Return completed form to the Zoning Office)

cc: File / Fire & EMS / BCS / Code Compliance

Special Event Sign-Off Contacts

SHERIFF'S OFFICE (Please contact the closest office to your event)

District 1 - Englewood

11051 William Blvd., Englewood, FL 34224

941.475.9005

Hours: Monday through Friday 8:30 am to 5:00 pm

District 2 -

992 Tamiami Trl., Ste. A, Port Charlotte, FL 33948

941.613.3245

Hours: Monday through Friday 8:30 am to 5:00 pm

District 3 - Promenades Mall

3280 Tamiami Trl., Ste. 505, Port Charlotte, FL 33952

941.258.3900

Hours: Monday through Friday 8:30 am to 5:00 pm

District 4

7474 Utilities Rd., Punta Gorda, FL 33982

941.639.2101 (business)

Hours: Monday through Friday 8:30 am to 5:00 pm

FIRE/ EMS DEPARTMENT

Scott Morris- Scott.Morris@CharlotteCountyFL.gov

26571 Airport Rd., Punta Gorda, FL 3982

941.833.5600

Hours: Monday through Friday 8:00 am – 5:00 pm

PUBLIC WORKS DEPARTMENT

Ravi Kamarajugadda – Ravi.Kamarajugadda@CharlotteCountyFL.gov

410 Taylor St., Punta Gorda, FL 33950

941.575.3668

Hours: Monday through Friday 8:00 am to 5:00 pm

Joanne Vernon – Joanne.Vernon@CharlotteCountyFL.gov

410 Taylor St., Punta Gorda, FL 33950

941.575.3661

Hours: Monday through Friday 8:00 am to 5:00 pm