



Alachua County, Board of County Commissioners
 Department of Growth Management
 10 SW 2nd Ave., Gainesville, FL 32601
 Tel. 352.374.5249, Fax. 352.338.3224
<http://growth-management.alachua.fl.us>

Submit Application to: **Building Division**

Tel. 352.374.5243
 Fax. 352.491.4510

APPLICATION FOR ADMINISTRATIVE TEMPORARY USE PERMIT

(Section 402, Article 25 of ULDC)

SUBJECT PROPERTY DESCRIPTION (PROPERTY WHERE EVENT WILL BE HELD)

Property Address: _____ Application Date: _____
 City: _____ State: _____ Zip: _____ Phone: (_____) _____ - _____
 Tax Parcel #: _____ - _____ - _____ Section: _____ Township: _____ Range: _____ Grant: _____
 Total Acreage: _____ Zoning: _____ Land Use: _____

APPLICANT INFORMATION

Applicant: _____ Address: _____
 City: _____ State: _____ Zip: _____ Phone: (_____) _____ - _____
 Email Address: _____

PROPERTY OWNER INFORMATION

Property Owner (if different from applicant): _____
 (Notarized Affidavit Required from Property Owner, Section 402.06)
 Address: _____
 City: _____ State: _____ Zip: _____ Phone: (_____) _____ - _____

TYPE OF REQUEST

- | | |
|---|---|
| Not to Exceed 3 Days:
<input type="checkbox"/> Special Event
<input type="checkbox"/> Temporary Sales | Not to Exceed 45 Days:
<input type="checkbox"/> Seasonal Sales
<input type="checkbox"/> Motion Picture Production |
|---|---|

Dates of Event: _____ to _____

Time of Event: _____

Description of Event or Items to be sold:



REQUIRED INFORMATION

The following items must accompany your application at the time of submittal. No applications will be accepted without these attachments.

- General description of request** including purpose of event, types of proposed activities, anticipated attendance, and security.
- Conceptual Site Plan** (to scale) including property boundaries, access to the site, location of tents or other temporary structures, location of proposed activities, parking, signs (limited to two signs not exceeding 16 sq. ft. of surface area), temporary lighting, utilities, generators and other mechanical equipment and setbacks of all structures, equipment, and activities from adjacent properties.
- Sanitation and Public Health:** Plans for sanitation and public health protection including temporary bathroom facilities, inspection of food facilities, drainage, and garbage and litter control. (These must be approved by the Health Department, when applicable.)
- Notarized Permission Affidavit from Property Owner:** Required by Section 402.06
- Required Fee (\$70.00)**

- | | | | |
|--------------------------|--------------------------|--|---|
| Yes | No | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary Building or Tent to be Used? | (If yes, Building Permit Required) |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical Lighting/Wiring to be Used? | (If yes, Temporary Electric Pole Permit Required) |

Signature of Applicant _____ Date _____

Printed Name of Applicant _____

FOR BUILDING DIVISION USE ONLY

Application No. _____ Receipt No. _____
 Date Received _____ Received by _____

REVIEWED BY:

County Engineer (Public Works), If Required: Yes No

Comments: _____

Fire Inspector (If Required): Yes No

Comments: _____

REQUIRED CONDITIONS FOR APPROVAL OF PERMIT:

AUTHORIZATION TO ISSUE PERMIT: Yes No

Director of Growth Management or Designee: _____ Date: _____