



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.alachuacounty.us>

Submit Application to: **Building Division**
 building@alachuacounty.us
 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:



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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.)
- County Roadway/Sidewalk Closure Supplemental Form (if applicable):** If the event requires the use of a County roadway or sidewalk this form is required. Activities and events may include but are not limited to marches, races, parades and overweight/over-dimension hauls.
- Notarized Permission Affidavit from Property Owner:** Required by Section 402.06
- Required Fee (\$65.00)**

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: _____



INSURANCE REQUIREMENTS FOR ADMINISTRATIVE TEMPORARY USE PERMIT APPLICANTS

(Section 402, Article 25 of ULDC)

User shall procure and maintain, at its own expense, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the event hereunder by the user, his agents, representatives, employees or subcontractors.

I. COMMERCIAL GENERAL LIABILITY/SPECIAL EVENT LIABILITY

Coverage must be afforded under a per occurrence form policy for limits not less than \$200,000 General Aggregate, \$100,000 Products/Completed Aggregate, \$100,000 Personal and Advertising Injury Liability, \$100,000 each Occurrence, \$100,000 Fire Damage Liability and \$5,000 Medical Expense.

II. AUTOMOBILE LIABILITY (while operating vehicles on rental property)

Coverage must be afforded including coverage for all Owned business vehicles, Hired and Non-Owned vehicles for Bodily Injury and Property Damage of not less than \$500,000 combined single limit each accident.

III. WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY

Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.

Employers Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

OR:

As an employer outside the construction industry with fewer than four employees choosing not to secure workers' compensation coverage under the Florida Workers' Compensation Act, the user shall post clear written notice in a conspicuous location accessible to all employees and others of their lack of entitlement to workers compensation benefits.

IV. LIQUOR LIABILITY (while on rental property)

Coverage must be afforded when a user, vendor, concessionaire, independent contractor, or subcontractor is engaged in the business of manufacturing, distributing, selling, or serving or furnishing alcoholic beverages while on rental property. Coverage must be afforded for Bodily Injury and Property Damage of not less than \$1,000,000 Combined Single Limit each occurrence.

V. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

a. Commercial General Liability Coverages

1. The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects; Liability arising out of activities performed by or on behalf of the user; and premises owned, leased or used by the user.



2. The user's insurance coverage shall be considered primary insurance as respects the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess or user's insurance and shall be non-contributory.

b. Workers' Compensation and Employers' Liability Coverages

1. The insurer shall agree to waive all rights to subrogation against the County, for losses arising from work performed by the user for the County.

c. All Coverages

1. The user shall provide a Certificate of Insurance to the County with a thirty (30) day notice of cancellation. The certificate shall indicate if cover is provided under a "claims made" or "per occurrence" form. If any cover is provided under claims made form the certificate will show a retroactive date, which should be the same date of the event (original if contract is renewed) or prior.

VI. SUBCONTRACTORS, VENDORS, CONCESSIONAIRES

User shall include all subcontractors as insured under its policies. All coverages for subcontractors, vendors, concessionaires and independent contractors shall be subject to all of the requirements stated herein.



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COUNTY ROADWAY/SIDEWALK CLOSURE SUPPLEMENTAL FORM FOR ADMINISTRATIVE TEMPORARY USE PERMIT APPLICANTS

If the special event requires the use of a County roadway or sidewalk this form is required. Activities and events may include but are not limited to marches, races, parades and overweight/over-dimension hauls.

- I. **APPLICANT:** _____
- II. **EVENT NAME:** _____
- III. **DATE(S) OF ROADWAY AND/OR SIDEWALK CLOSURE:** _____
- IV. **TIME OF ROADWAY AND/OR SIDEWALK CLOSURE:** _____
- V. **EVENT DESCRIPTION:** _____

- VI. **OVERWEIGHT OR OVERSIZED VEHICLE REQUEST? YES / NO (circle one)**
If yes, provide dimensions and weight: _____
- VII. **NAME OF RESPONSIBLE PARTY FOR TRAFFIC CONTROL (Law Enforcement or Contractor):**

The following items must accompany your application at the time of submittal or it will not be accepted:

- Map of Event Route**
- Map of Detour Route (if applicable)**
- If traffic control is provided by private entity – Detailed Maintenance of Traffic Plan signed and sealed by a Professional Engineer**
- If traffic control is provided by law enforcement – A detailed statement of how traffic will be controlled on law enforcement letterhead**

It is understood and agreed that the rights and privileges granted by this permit are granted only to the extent of the County's right, title, and interest in the land to be entered upon and used by the Permittee, and the Permittee will, at all times, assume all risk of and indemnify, defend, save, and hold the County harmless from and against any and all loss, damage, cost, or expense related to or arising in any manner on account of the permit and any act or failure to act by the Permittee or the Permittee's employees, agents, associates, and volunteers in connection with the activities authorized by the permit.

It is understood and agreed that the Permittee is responsible for maintain traffic in accordance with the Federal Manual on Uniform Traffic Control Devices (MUTCD), as amended.

It is understood and agreed that all roadway/sidewalk closures shall supply proof of insurance in accordance with the County's Insurance Requirements for Temporary Use Permits and all permits with overweight vehicles shall supply \$1,000,000 surety in a form approved by the County.

Signature of Applicant: _____

Signature of Party Responsible for Traffic Control: _____

AUTHORIZATION TO ISSUE PERMIT: Yes No

County Engineer or Designee: _____ Date: _____