



**MANATEE COUNTY GOVERNMENT  
TEMPORARY USE PERMIT**

**1112 MANATEE AVENUE WEST  
BRADENTON, FL 34205  
(941) 749-3047  
www.mymanatee.org**

<b>FOR STAFF USE ONLY</b>	
Permit Number: _____	
Date: _____	Expiration Date: _____

Permit Number: \_\_\_\_\_

Date: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

**A. Property Information**

- 1. Legal Description: (Attach as Exhibit "A")  
\_\_\_\_\_
- 2. D.P. Number(s) \_\_\_\_\_
- 3. Section: \_\_\_\_\_ Township: \_\_\_\_\_ Rge: \_\_\_\_\_
- 4. Address or Location of Property: \_\_\_\_\_  
\_\_\_\_\_
- 5. Present Zoning Classification: \_\_\_\_\_
- 6. Setbacks: a. Front: \_\_\_\_\_ (ft.) c. R/Side: \_\_\_\_\_ (ft.)  
                  b. Rear: \_\_\_\_\_ (ft.) d. L/Side: \_\_\_\_\_ (ft.)
- 7. Description of Project/Reason for Request: (See Section 521.LDC)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8. Length of Time Requested: \_\_\_\_\_

**B. Names/Addresses**

**1. Name of Property Owner:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**2. Name of Lessee/Agent:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**ALL TEMPORARY USE APPLICATIONS MUST INCLUDE A SITE PLAN DRAWING**  
(This will include a description of activities, temporary improvement involved and time period for which the permit is requested)

Basic Information

Page No./Applicant/Staff

- |   |       |     |     |
|---|-------|-----|-----|
| a) Name and location of project   | _____ | ( ) | ( ) |
| b) Buildings, structures, additions, setbacks                                   | _____ | ( ) | ( ) |
| c) Parking and drive aisles (including widths)                                  | _____ | ( ) | ( ) |
| d) Driveways (location, type and width)   | _____ | ( ) | ( ) |
| e) Signs (location, type, height, area and proposed lighting)                   | _____ | ( ) | ( ) |
| f) Utilities (location, type of water, sewer, electric and communication lines) | _____ | ( ) | ( ) |

(To be filled in by Staff)

1. Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

**F. Approvals**

**1. Building & Development Services Department:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. County Engineer/Transportation Department:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Public Health HRS/Unit:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Plan Implementation Section/Planning Department:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. Other Department(s) (Specify):**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

**520. Standards. No such use shall be permitted unless the following requirements are met:**

520 (A) *Nuisance, Hazardous Features.* Adjacent uses shall be suitably protected from any nuisance or hazardous features involved in the use. See also Section 540.

520 (B) *Traffic and Circulation.* The use will not create hazardous vehicular or pedestrian traffic conditions, or result in traffic in excess of the capacity of streets serving the use; and all parking, driveway layouts temporary on-site traffic signage, handicap accessibility, and vehicular access shall be approved by the Transportation and Planning Department.

520(C) *Public Facilities and Services.* Adequate potable water from Manatee County Public Water System or an in-ground private water supply system, electricity from the local utility company, refuse management, emergency services, access, and similar necessary facilities and services, with appropriate signage shall be provided for use. All necessary sanitary and potable water facilities shall be approved by the H.R.S./Manatee County Public Health Unit.

520 (D) *Natural Environment.* The proposed use will not have a adverse impact on the natural environment. Adequate provisions shall be incorporated in the plans and construction to achieve compliance with Section 540, herein.

520 (E) *Site Suitability.* The site is suitable for the proposed use, considering flood hazard, drainage, soils, and other conditions, which may constitute a danger to life, health, or property.

520 (F) *Duration.* The length of time the use is permitted shall be as short as practicable. Unless, otherwise specifically specified in this Section, no temporary use shall be allowed for more than two (2) years.

520 (G) *Building Permit.* A Building Permit is obtained concurrently from the Building Division of the Planning Department based on the proposed temporary use.

520 (H) *Pre-Permit Site Inspection.* A pre-permit site inspection has been conducted by the Building Division and Growth Management Division of the Planning Department.

520 (J) *Dust Control, Appearance.* All areas involved in the use and all access roads thereto shall be maintained so as to prevent dust or debris from blowing or spreading onto adjoining properties or onto any public rights-of-way. Such areas shall be maintained in a clean and orderly manner, and building material and construction residue and debris shall not be permitted to accumulate. Upon notification by the County that dust, particle emissions, erosion, and siltation control measures are inadequate, the developer shall immediately cease operation and restore all damaged surfaces and initiate additional measures to correct the adverse impact before commencing further operations.

**NOTE: Termination.** By the end of the time period for which the temporary use was permitted, including any renewal or extension periods, the use shall be discontinued, all temporary structures involved removed, and the site restored to an acceptable condition free of debris and code violations.

**NOTE: ALL TEMPORARY USE PERMIT APPLICATIONS MUST BE SUBMITTED THIRTY (30) DAYS PRIOR TO THE PROPOSED COMMENCEMENT DATE FOR SUCH USE TO ALLOW AMPLE REVIEW TIME FOR ALL AGENCIES TO REVIEW REQUEST.**

### **Special Event Temporary of Rights of Way**

1. Provide a written description of event (this should be promotional in nature).
2. Provide anticipated number of attendees both total and per day.
3. Provide number of participants both total and per day (if applicable).
4. Provide date(s) and time events starts and ends.
5. Provide list of contacts for event host and organizers.
6. Provide site plan/map route submitted in blueprint or CAD format to include but not limited to:
  - a. An outline of the entire event venue including names of all streets or areas that are to be a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street/lane closures.
  - b. The location of fencing, barriers and/or barricades, indicate any removable fencing for emergency access.
  - c. The provision of minimum twenty foot (20') emergency access lanes throughout the event venue.
  - d. The location of first aid facilities and ambulances.
  - e. The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
  - f. A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills.
  - g. Generator locations and/or source of electricity.
  - h. Placement of event vehicles and/or trailers.
  - i. Customer/Attendees parking.
  - j. Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
  - k. Identification of all event components that meet accessibility standards.
  - l. Provide Security Plan include professionals business name, address, contact name and telephone numbers day, evening and cellular. Must detail crowd control, internal security and venue safety. (provide copy of contract if applicable)
  - m. Medical Plan include professionals business name, address and contact name and telephone number, must include communication plan, types of resources that will be at the event, manner in which they will be managed and deployed. Hours of setup and dismantle of medical aid areas. (provide copy of contract if applicable)
  - n. Other related event components not listed above.

#### **521.6 Special Event Temporary of Rights-of-Way.**

521.6(A). *Requests.* Applicants shall submit a request to the Planning Director for approval. The application request shall be submitted in accordance with Section 354..

521.6 (B). *Standards.* In addition to the standards stipulated under Section 520, Subsections. A through E and the applicant's request shall be based upon the following criteria:

521.6 (B) 1. The applicant shall be either a bona fide not-for-profit organization, an established community service organization or a non-formally organized group of residents. In order to make this determination, the Planning Director may request that a potential sponsor produce evidence of such status. Potential sponsors who do not furnish such evidence, insufficient evidence, or who furnish evidence not acceptable to the Planning Director, shall be denied a special event permit.

521.6 (B) 2. Adequate parking accommodations for the anticipated event.

521.6 (B) 3. Adequate traffic and parking supervision for public safety.

521.6 (B) 4. Adequate pedestrian and vehicular access to the site to provide safe passage without endangering the citizens or property, in accordance with Subsection E, below.

521.6 (B) 5. Adequate safety provisions including barricades, during entire duration of rights-of way use.

521.6 (B) 6. Adequate general liability insurance coverage and/or indemnification provisions satisfactory to the County.

521.6 (B) 7. Adequate justification of duration for rights-of-way use.

521.6 (B) 8. Adequate sanitary facilities, potable water, and emergency first aid shall be provided with signage.

521.6 (C) *Submission and Review.* The applicant shall submit to the Planning Director, a minimum of thirty (30) days prior to the proposed event, a written request outlining the scope of the special event, detailing the specifics associated therewith, a completed application on a form provided by the County, a site plan which clearly demonstrates compliance with the above standards, Insurance Certificate and/or Indemnification Agreement on a form provided by the County, the proposed newspaper public notice, and proper fee. Upon receipt of the recommendations from various departments, including the Public Works and Public Safety Departments, the Planning Director shall notify the applicant of any required modification to the application documents to be acceptable; and shall approve, approve with conditions, or deny the application request. A copy of the Planning Director's written decision and application documents shall be forwarded to the applicant, and for record purposes to the Board of County Commissioners and reviewing departments.

521.6 (D) *Duration.* The length of time the temporary use is permitted shall be as short as practicable and with due concern with public safety, health and welfare of the citizens of Manatee County.

521.6 (E) *Insurance Requirements.* Applicants, which have in effect general liability coverage, shall furnish a Certificate of Insurance which names Manatee County as an additional named insured party with regard to the conduct of the requested special event. Applicants which do not have in effect general liability insurance coverage shall execute an Indemnification Agreement in the form prepared by Manatee County.

521.6 (F) *General Requirements.*

1. For parades, the parade sponsor shall pay for the required Sheriff's Office parade route escorts.

2. For all other street closings, the sponsor shall pay/emit for the required police detail of the Sheriff's Office.

3. Temporary Construction. All temporary construction shall meet the requirements of the Manatee County Building Codes and this Code.

4. The applicant shall submit in a format approved by the Planning Director, the proposed newspaper notice for approval. A notice shall be placed by the applicant in a daily newspaper of general circulation for a minimum of one daily edition; the cost of which shall be borne by the event sponsor. Such notice shall contain street closure, event and, duration information, vicinity map and sponsoring organization. Proof of publication shall be provided by the applicant to the Planning Director prior to the commencement of the event.

**MANATEE COUNTY BUILDING & DEVELOPMENT SERVICES DEPARTMENT  
AFFIDAVIT OF OWNERSHIP/AGENT AUTHORIZATION AFFIDAVIT**

Property Owner (Company or individual) *(print)*: \_\_\_\_\_  
Mailing Address *(print)*: \_\_\_\_\_  
Officer's Name and Title *(print)*: \_\_\_\_\_

*Being first duly sworn, depose(s) and say(s):*

1. That I am (we are) the owner's and record title holder(s) of the following described property legal description, to wit: \_\_\_\_\_
2. That this property constitutes the property for which a request for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Type of Application Approval Requested)*  
Is being applied for to Manatee County, Florida;
3. That the undersigned has (have) appointed and does (do) appoint \_\_\_\_\_ as agent(s) to execute any petitions or other documents necessary to affect such petition; and request that you accept my agent(s) signature as representing my agreement of all terms and conditions of the approval process;
4. That this affidavit has been executed to induce Manatee County, Florida to consider and act on the foregoing request;
5. That I, (we) the undersigned authority, hereby certify that the foregoing is true and correct.

\_\_\_\_\_  
*Owner's Signature/Print Title*

\_\_\_\_\_  
*Owner's Signature/Print Title*

**STATE OF FLORIDA  
COUNTY OF MANATEE**

The foregoing instrument was acknowledged before me by means of  physical presence or

online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
*(Date)*

\_\_\_\_\_  
*(Name of person acknowledging)* who is personally known to me or who

has produced \_\_\_\_\_ as identification.  
*(Type of identification)*

***My Commission Expires:***

\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Taking Acknowledgment

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title of Rank