



TEMPORARY USE PERMIT APPLICATION

Building, Planning and Zoning Department
Planning & Zoning Division
2200 Civic Center Place
Miramar, FL 33025
Tel: (954) 602-3264 | www.miramarfl.gov



UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING APPLICATION FOR A TEMPORARY USE PERMIT AND ALL ATTACHMENTS TO THE APPLICATION AND THAT THE FACTS STATED IN IT ARE TRUE.

INITIALS

APPLICATION CHECKLIST

Requirement		✓	Application No.
1	Completed, signed and notarized application		Application Received Date
2	Extensive narrative to include purpose, duration, location, expected attendance and provision of on-site services		
3	General layout diagram showing on-site services (e.g. parking area, stage, tents, and portable toilets)		
4	Temporary state-issued Liquor License if serving alcohol outside; Zoning approval is required on the State's application		

PRINT OR TYPE ALL INFORMATION. If the Property Owner is also the Applicant, then only Section 2 is required to be completed. If the Applicant and Property Owner are different, both Sections 1 & 2 must be completed.

1 SPONSOR ORGANIZATION/APPLICANT INFORMATION

Name: _____

E-mail: _____ Phone No.: _____

Address: _____

2 PROPERTY OWNERSHIP INFORMATION

Name: _____ Signature: _____

E-mail: _____ Phone No.: _____

Address: _____

NOTARIZATION

STATE OF _____/COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,
this ____ day of _____, _____(year), by _____ (name of person acknowledging)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____

3A **EVENT/USE & COORDINATOR INFORMATION**

Name of Event/Use:

Address of Event/Use:

Property Parcel ID Number:	5	1										
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Event/Use Coordinator:

Coordinator's E-mail:

Coordinator's Phone No.:

Will the Coordinator be on-site? YES / NO

Is the Event Sponsor a Non-Profit Organization? (If so, please provide proof of 501(c)(3) IRS Exemption) YES / NO

3B **EVENT/USE TYPE (Select the most appropriate from below):**

Car Show	Fundraiser / Awareness
Carnival / Fair / Circus	Farmers Market
Community Garage Sale / Flea Market	Grand Opening Ceremony
Construction Office and Storage Trailer(s)	Sales Office Trailer / Model Home Complex
Festival / Concert / Musical Event	Seasonal Sales (i.e. Fireworks, Christmas trees)
Food Trucks Rally / Mobile Produce Food Vendor(s)	Sidewalk or Parking Lot Sale
Other:	

3C **DATES & TIMES**

Set-up Date & Time:

Breakdown Date & Time:

4 **ADDITIONAL QUESTIONS**

Is any Temporary Signage proposed? (If so, a Temporary Sign Permit is required) YES / NO

Will a generator be used? (If so, a an Electrical Permit is required) YES / NO

Will a tent/canopy be erected?
 (If so, a Building Permit is required for tents that cover an area greater than 120 square feet, including connecting areas) YES / NO

Will food and/or beverages be prepared, served, or sold?
 (If so, the appropriate County and/or State Agency approval(s) may be required) YES / NO

Will alcoholic beverages be served or sold? (If so, a temporary State-issued Liquor License is required) YES / NO

Will portable toilets be provided? (If so, a Plumbing Permit is required) YES / NO

Is a firework display planned? (If so, Fire Marshall and City Commission approval, and a Building Permit is required) YES / NO

***** NOTE *****

Please refer to Land Development Code Section 322, Temporary Use and Structures, for specific regulation information and process. Any temporary use or structure which becomes a nuisance, violates the conditions of the permit, endangers the public health, aesthetics, or safety or is in violation of this Code shall be immediately subject to revocation by the City Manager.