

SECTION 19.0 TEMPORARY USE PERMITS
LAND DEVELOPMENT CODE SECTION 2.02.05

Section 19.01 Introduction

Temporary Use Permits may be allowed in accordance with Section 2.02.05 of the Land Development Code, without the requirement of Part 9.01.00 of the Land Development Code for the issuance of Development Permits. These temporary uses shall be specifically identified, by nature, location and duration in an application submitted to the Planning & Zoning Division, who may grant approval of the application upon determining adequate provisions have been made for compliance with limitations and provisions of Section 2.02.05 of the Land Development Code. If the temporary use permit request is not in compliance with the limitations of Section 2.02.05, Land Development Code, then an application for temporary use permit may be made with the Planning & Zoning Division for approval by the Planning and Zoning Agency. Such temporary use permit requests are considered in a public hearing as provided in Part 9.01 of the Land Development Code.

Temporary Use Applications are submitted to and processed by the Planning & Zoning Division.

Location: 4040 Lewis Speedway
 St. Augustine, FL 32084
Phone: (904) 209-0675
Fax: (904) 209-0576

E-mail: plandept@sjcfl.us

Fees: Temporary Use Permit-Administrative (Section 2.02.05 LDC)

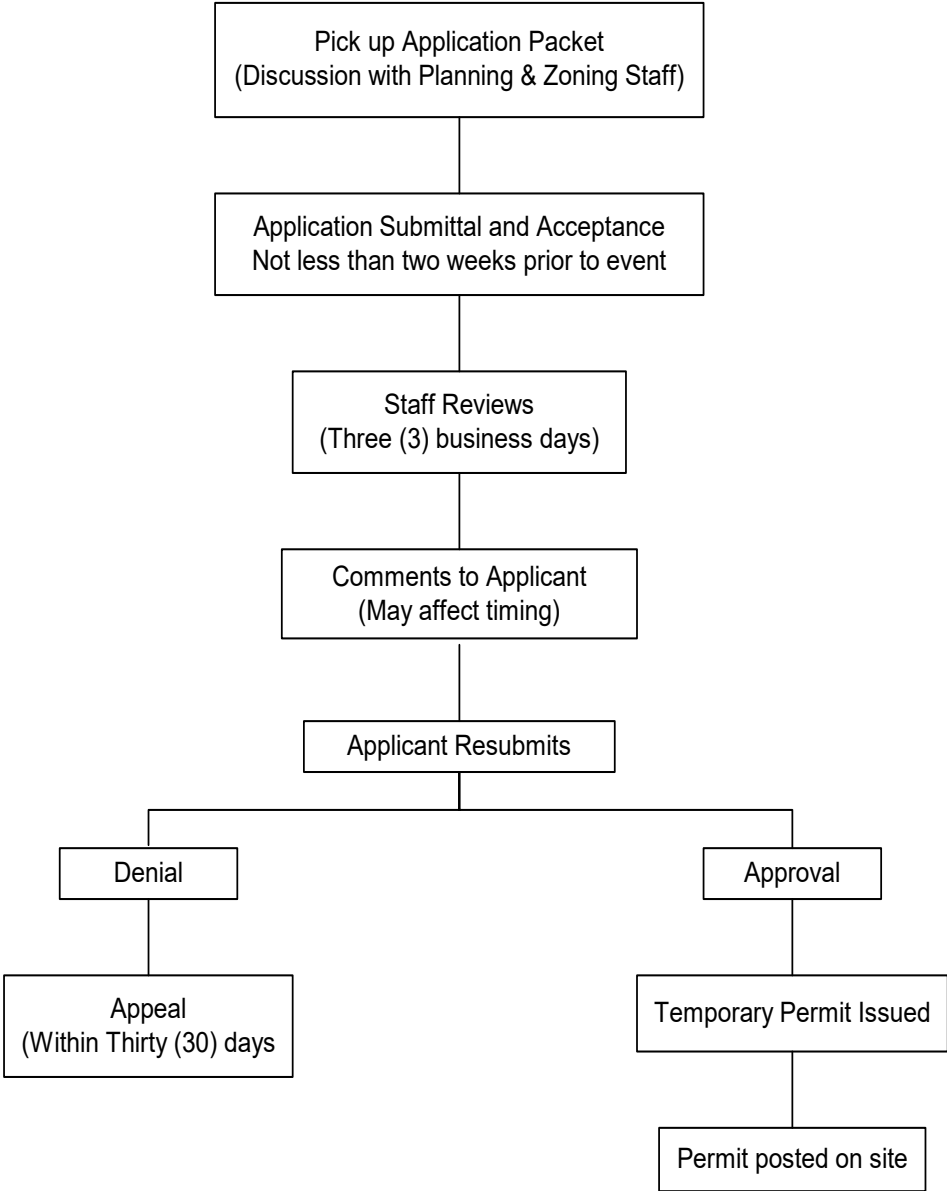
Temporary Use Permit-requiring Public Hearing

Section 19.02 Application Process

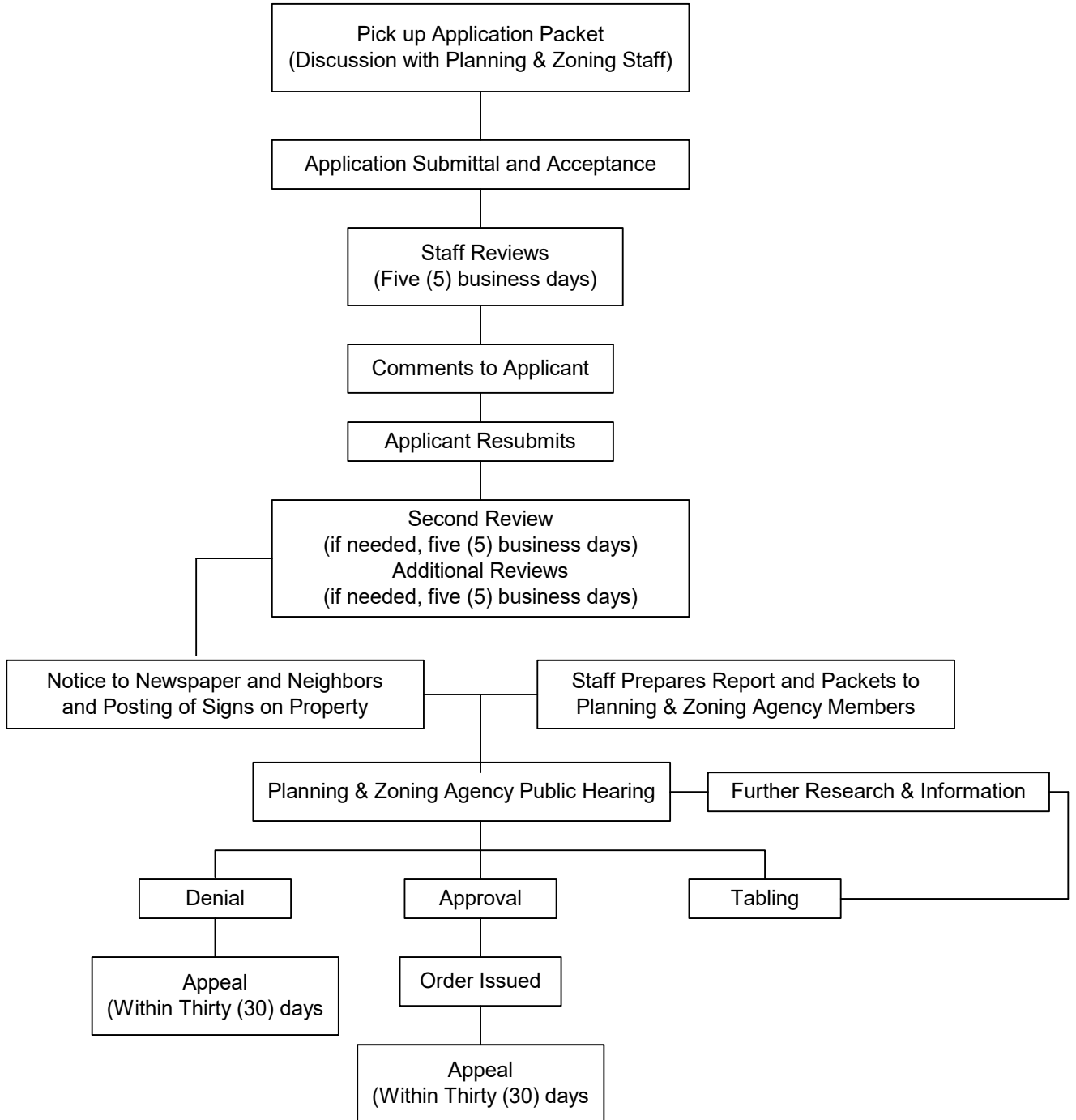
- A. Allowable in certain Non-Residential Districts/Not Requiring Public Hearing – Application Process
1. Complete application form for Administrative Temporary Use Permit.
 2. Submit to Planning & Zoning Division at least two weeks prior to commencement of use (2.02.05.A.3.a).
 3. Submit Special Event Sign request form if signs are proposed to be used in conjunction with the temporary use. Note: No sign will be placed on public property including rights-of-ways and medians.
 4. Submit filing fee.

5. The application shall include:
 - a. Site plan showing location on subject property which shall include all signs, tents, structures and area for parking.
 - b. Evidence of accessible restroom facilities including permission to use.
 - c. Letter from property owner of subject property authorizing use and awareness that the permit will become one of those available per year, per parcel. (See time limits of Section 2.02.05 (a) Land Development Regulations.)
 - d. Maintenance documentation if using Section 2.02.05.A.2 Outdoor Sales and Display.
 6. Approved permit shall be placed in a conspicuous site at the approved location for the duration of the event.
 7. A separate permit from the Fire Marshal may be required for tent placement in accordance with section 6.08.14 of the Land Development Code and the most current edition of NFAPA 1 as adopted by the Florida Fire Prevention Code.
- B. Allowable In All Zoning Districts/Exceeding Time Limits of Section 2.02.05 (A) of the Land Development Code or the uses permitted in Section 2.02.05(A) **Requiring Public Hearing** - Application Process.
1. Complete application form and package for Temporary Use Permit as cited above.
 2. Submit filing fee.
 3. Submit to Planning & Zoning Division for review, processing and public hearing. Application shall include all information described above and may include additional information as requested.
 4. Commencement of Use shall not occur without Final Order of the Planning and Zoning Agency and compliance with issuance of a Development Order contained in Part 9.01, Land Development Code.

**ST. JOHNS COUNTY PROCEDURES
TEMPORARY USE - ADMINISTRATIVE**



**ST. JOHNS COUNTY PROCEDURES
TEMPORARY USE PERMIT
EXCEEDING ADMINISTRATIVE APPROVAL**





**St. Johns County Development Review
APPLICATION FOR TEMPORARY USE PERMIT - ADMINISTRATIVE
SECTION 2.02.05 LAND DEVELOPMENT CODE**

Date Property Tax ID No

Property Owner(s) Phone Number

Address Fax Number

City State Zip Code email

Are there any owners not listed? No Yes If yes please provide information on separate sheet.

Applicant Phone Number

Address Fax Number

City State Zip Code email

Property Location

Event/Use

Beginning Date Ending Date

Name of Business at that Location

The following items must be submitted with this application:

- 1) Site Plan, showing area to be used for outside display/sales**
- 2) Special Event Sign Registration form**
- 3) Letter from owner acknowledging acceptance of the Temporary Use as one of the allocated uses for this site.**

Conditions

A proposed Temporary Use shall be required to obtain approval at least one (2) weeks prior to commencement of the event.
 There shall be adequate parking provided for the temporary use.
 No more than 12 Temporary Use permits shall be issued for the same site within one (1) year period.
 Only one Temporary Use Permit per parcel may be issued for the same time period.
 All sites for the location of a Temporary Use shall provide accessible restroom facilities within a reasonable distance.
 The use of Special Event Sign shall meet all requirements of Section 7.02.06 of the Land Development Code.
 All merchandise, display, tents, etc. shall be placed in such manner as not to impede pedestrian or vehicular traffic and shall not impede a fire lane.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:
 Signature of owner or person authorized to represent this application:

Signed By _____
 Printed or typed name(s)

Approved by: _____ Title _____ Date _____



St. Johns County Growth Management Department

Application for:

Date

Property Tax ID No

Project Name

Property Owner(s)

Phone Number

Address

Fax Number

City

State

Zip Code

e-mail

Are there any owners not listed?

 No Yes

If yes please provide information on separate sheet.

Applicant/Representative

Phone Number

Address

Fax Number

City

State

Zip Code

e-mail

Property Location

Major Access

Size of Property

Cleared Acres (if applicable)

Zoning Class

No. of lots (if applicable)

Overlay District (if applicable)

Water & Sewer Provider

Future Land Use Designation

Present Use of Property

Proposed Bldg. S.F.

Project Description (use separate sheet if necessary)

Please list any applications currently under review or recently approved which may assist in the review of this application including the name of the PUD/PRD:

I understand that reasonable inspections of the subject property may be made as part of the application review process. I understand that any material misrepresentations or errors contained in this application or supporting documents may void an approved application, at the reasonable determination of the County considering the Land Development Code, Comprehensive Plan, and other applicable regulations.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner or person authorized to represent this application:

Signed By

Printed or typed name(s)



St. Johns County Development Review Special Event Signage Form

Date

Property Owner(s) Phone Number
 Address Fax Number
 City State Zip Code email

Are there any owners not listed? No Yes If yes please provide information on separate sheet.

Applicant Phone Number
 Address Fax Number
 City State Zip Code email

Location of Special Signage

Name of Business/Agency/Individual

Display Duration: Beginning Date Ending Date

Banners: Number Height Width
(3 max.) 120 sq. ft. Maximum, each

Flags: Number Pole Height Flag Size
(3 max.) Maximum Varies 20% of Pole Height

Note: Flags must be flown on a pole.

Anchored Balloons: Number Top Height of
(3 max.) 30' Maximum

Anchored Balloon: A Balloon that may have various shapes, forms and sizes, that when inflated through any means, remains secured to and in contact with the ground at all times. A tethered Balloon is not an Anchored Balloon.

Reminder:

- (1) All Special Events Signage must be registered on the property parcel where the event will occur. **No Signage permitted on adjacent road right of way.**
- (2) All Special Events Signage must be registered with St. Johns County before the Start and must be removed at the end of the last Display day indicated above.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:
Signature of owner or person authorized to represent this application:

Signed By _____
Printed or typed name(s)

Approved by _____ Title _____ Date _____

Note: For Signage not associated with a Temporary Use this form shall be submitted directly to St. Johns County Code Enforcement, Fax number (904) 209-0608 or email to codenf@sjcfl.us.