



**TEMPORARY USE PERMIT APPLICATION**

<b>Date Received:</b>	<b>File #:</b> TU-
<b>Application Fee:</b> ___ Residential \$100.00    ___ Commercial \$250.00	

**Type of Temporary Use:**

<input type="checkbox"/> Temporary Storage Container	<input type="checkbox"/> Seasonal agricultural sale
<input type="checkbox"/> Temporary Construction office/sales center	<input type="checkbox"/> Other _____

**Application and all pertinent required data (listed below) MUST be submitted with this application**

<input type="checkbox"/> ORIGINAL application with Signed & Notarized Temporary Use Permit Application and/or Affidavit Authorization for Agent (if applicable)	<input type="checkbox"/> A copy of the deed or other evidence of ownership / or affidavit from property owner
<input type="checkbox"/> Scaled Site Plan (and/or survey, as determined by the Zoning Official) with the following: <ul style="list-style-type: none"> <li>• The location of ALL existing structures</li> <li>• Indicate the area of the property where any proposed temporary structures or activities are to be located.</li> </ul>	<input type="checkbox"/> Copy of Local Business Tax Receipt (if applicable)
	<input type="checkbox"/> Scaled Floor Plan (if applicable) – if the proposed use is within a building, show the interior location of the activity within the existing floor plan.

This application, with all required supplemental data and information, must be completed in accordance with the specific instructions in the application, and returned to the Zoning & Code Enforcement Division before same will be advertised for a hearing.

All requests must include a proposed 'to scale' site plan, with setback information including location of any temporary structures requested, as well as the location of existing structures. Additionally, a legal description and physical address of the property subject to the request, as well as copies of any contractual agreements must be attached. A specific time MUST be included in the request.

**1. Applicant**

Name:					
Address:	City:	State:	Zip:		
Phone:	Email address				

**2. Owner(s) of Record**     Check if same as applicant

Name:					
Address:	City:	State:	Zip:		
Phone:	Email address				

**3. Business Name (if applicable)**

Name:					
Address:	City:	State:	Zip:		
Phone:	Email address				

<b>4. Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)</b>							
Name:							
Address:		City:		State:		Zip:	
Phone:			Email address				
<b>5. Property Information</b>							
Address (street name):							
Parcel ID /Account #	Lot #	Block#	Section	Short Legal Description			
6. Are there any contractual agreements?			<input type="checkbox"/> Yes, if yes include a copy <input type="checkbox"/> NO				
7. Do you currently have a City of Punta Gorda Local Business Tax Receipt?				<input type="checkbox"/> Yes <input type="checkbox"/> NO			
8. Date request to begin:			9. Date request will end:				
10. Will this temporary use request affect neighboring properties? <input type="checkbox"/> Yes, (explain below) <input type="checkbox"/> NO							
<b>11. What are the hours of operation? (if applicable)</b>							
Date	Opening Time	Closing Time	Notes				
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
12. Exterior Lighting – Type & Location Planned			13. What are the parking accommodations?				
14. Is this request being made due to a Notice of Violation? <input type="checkbox"/> Yes, (explain below) <input type="checkbox"/> NO							
13a. Is this notice of violation received for this use or structure? <input type="checkbox"/> Yes, (explain below) <input type="checkbox"/> NO <small>(NOTE- if this is a second violation, your request will be denied)</small>							
<b>15. Explain in detail the reason/purpose for this request</b>							

I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised, and that I am authorized to sign the application by the owner or owners.

By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Zoning Official and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property relative to this application.

**AFFIDAVIT**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
My commission Expires

(Seal)

**AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)**

I/We \_\_\_\_\_, property owner(s), hereby authorize \_\_\_\_\_ to act as **Agent** on our behalf regarding a TEMPORARY USE PERMIT APPLICATION on the property commonly known as \_\_\_\_\_ in Punta Gorda, Florida.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
My commission Expires

(Seal)

Zoning use Only:  Approved  Denied

Comments/Conditions of approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Approval

\_\_\_\_\_  
Date