



# TEMPORARY USE PERMIT APPLICATION

Community Development Department  
Planning & Redevelopment 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	Sales Office Trailer / Model Home Complex
Construction Office and Storage Trailer(s)	Seasonal Sales (i.e. Fireworks, Christmas trees)
Festival / Concert / Musical Event	Sidewalk or Parking Lot Sale / Grand Opening Ceremony
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.**