



# TEMPORARY USE PERMIT APPLICATION

Community & Economic Development  
Planning & Redevelopment  
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.

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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		

**PLEASE 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 Section 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:	
<b>NOTARIZATION</b>	
STATE OF FLORIDA/COUNTY OF _____	
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____	
(Signature of Notary Public - State of Florida)	
(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):**

<input type="checkbox"/>	Car Show	<input type="checkbox"/>	Food Trucks Rally / Mobile Produce Food Vendor(s)
<input type="checkbox"/>	Carnival / Fair / Circus	<input type="checkbox"/>	Fundraiser / Awareness
<input type="checkbox"/>	Charitable Donation Bin(s)	<input type="checkbox"/>	Farmers Market
<input type="checkbox"/>	Community Garage Sale / Flea Market	<input type="checkbox"/>	Sales Office Trailer / Model Home Complex
<input type="checkbox"/>	Construction Office and Storage Trailer(s)	<input type="checkbox"/>	Seasonal Sales (i.e. Fireworks, Christmas trees)
<input type="checkbox"/>	Festival / Concert / Musical Event	<input type="checkbox"/>	Sidewalk or Parking Lot Sale
<input type="checkbox"/>	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 Building Permit is required) YES / NO

**Will a tent/canopy be erected?** (If so, a Building Permit is required) 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 sold or served?** (If so, a temporary State-issued Liquor License is required) YES / NO

**Will portable toilets be provided?** (If so, a Building 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.**