

Don't forget to include the following with your application:

- ◆ Narrative—Describing the nature of your event.
- ◆ Signed hold harmless agreement.
- ◆ Site plan—including layout of event and signage plan.
- ◆ Liability Insurance—Naming the City of North Port as additional insured.
- ◆ Signed and notarized affidavit or letter from the property owner authorizing the use of the property if the applicant is not the property owner.
- ◆ If your event requires port-a-lets, please include a copy of the contract with your application. Contact Sarasota County Health Department for additional requirements.

Key Points to Consider

- ◆ Not all events qualify as a temporary use.
- ◆ If you are unsure that you meet the criteria for a Temporary Use Permit, please contact us. Staff is available to answer any questions.

You Can Track The Progress Of Your Permit Online

- ◆ Simply click on the Planning & Zoning button on the City website.
- ◆ Click on the “Planning & Zoning Reviews Online” button .
- ◆ Enter your permit number on the screen as shown below.
- ◆ Immediately you can view the status of your permit.



Home
Sarasota
Select Project
Email Us

Welcome to your online Planning and Zoning Department.

To begin, please search for your project.

Search By: Project Number

Project Number:

* indicates a required field

NOTICE: This system will be unavailable due to system maintenance beginning on Friday September 23 at 5:00 p.m. and will be available again on Monday, September 26 at 8 a.m.

Neighborhood Development Services

4970 City Hall Boulevard
North Port, FL 34286
Phone: 941-429-7229
Fax: 941-429-7164
E-mail: swillette@cityofnorthport.com



Neighborhood Development Services

Temporary Use Permits



What is a Temporary Use Permit?

A temporary use is defined as any structure or event held in the City that is of a non-permanent nature, lasting more than two (2) weeks. A temporary use permit is valid for 12 consecutive months from the date of issue, but may be renewed annually. Some examples of temporary uses are:

- Christmas Tree Sales
- Constructions Trailers
- Pumpkin sales
- Signs



An application for a Temporary Use Permit shall be submitted at least 30 days in advance of any use that is a long term or promotional event to be held within the City of North Port.

What is the cost?

A non-refundable application fee of \$75.00 is required. However the application fee shall be waived for all non-profit organizations submitting a valid IRS non-profit certification (501C-3).

Since the permit will be reviewed by several City departments to verify that the public health, safety and welfare issues are addressed prior to the issuance of the permit, additional costs may be incurred. For example, a Fire and Safety inspection fee of \$75.00 may be required before the start of an event. Additional departmental fees may be required and will be noted as a condition of approval before the permit is issued.

Insurance Requirements

Proof of liability insurance in the recommended minimum amounts of \$600,000 general aggregate, \$300,000 each occurrence, and \$100,000 fire damage is needed. Also, the City of North Port shall be named as additional insured on the Comprehensive General Liability Policy.

If alcoholic beverages will be sold or consumed, proof of liquor liability insurance in the amount of \$1,000,000 general aggregate is required naming the City of North Port as additional insured.

How do I apply?

You may apply for a Temporary Use Permit by downloading an application from the City of North Port website at www.cityofnorthport.com, click on the planning and zoning button and then the application and permits button and finally, the special event/temporary use button. Click on the temporary use application link and the application will appear. Complete the application and submit all necessary documents at least 30 days before the date of the event. to the Neighborhood Development Services Department.

City of North Port
Neighborhood Development Services
Planning Division
4970 City Hall Boulevard
North Port, FL 34286
Phone: (941) 429-7229 Web www.cityofnorthport.com Fax: (941) 429-7180

TEMPORARY USE (TUP) APPLICATION

Application fee: \$75.00
(The City shall waive the fee for non-profit organizations)

Pursuant to ULDC 59-275 a Temporary Use Permit shall be required for long term or promotional events held within the City of North Port. Fill in the information below, and submit, along with the necessary attachments and a non-refundable \$75 application fee, payable to the City of North Port to the Neighborhood Development Services Department, 4970 City Hall Blvd., North Port, Florida, 34286, for review and approval at least thirty (30) days prior to the event. **Payment must be received with application.**

Date Application Received: _____ Accepted by: _____ Event No: TUP-_____
To be completed by Planning Staff

Event Name: _____

We have authority from: _____ to hold this event at

Location Address: _____

Owner's Telephone# _____

Date of Event: _____ Hours: _____ start @ _____ End _____ Expected Attendance: _____

Event Sponsor: _____ Non-Profit Organization Yes No

Description of Event: _____

Contact Person #1: _____ Phone: _____
FAX No. _____ E-mail: _____

Contact Person #2: _____ Phone: _____
FAX No. _____ E-mail: _____

Insurance Carrier: _____

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