



**CITY OF LIVE OAK
 PETITION FOR SPECIAL USE PERMIT
 FOR TEMPORARY USES
 BY THE CITY OF LIVE OAK
 CITY COUNCIL**

101 S.E. White Ave * Live Oak, Florida 32064
 386.362.2276 * 386.362.4305 (f)

APPLICATION CHECKLIST

This is a petition for a Special Use Permit for Temporary Uses to be brought before the City Council. The applicant is responsible for the completeness, accuracy, and timely submittal of this petition.

Please use this checklist to ensure that all items required by your application have been included. **Incomplete applications will not be accepted.** Should you have any questions, please do not hesitate to call George Curtis, Development Manager, at **(386) 362-2276**. Thank you.

Completed	Description
	Pre-Application Meeting – see City Development Manager.
	Letter of Intent (See below for more information) .
	Property Appraiser Parcel Printout of Subject Property (staff can provide).
	Copy of Property Deed with Legal Description of Property (staff may be able to acquire a copy from the Clerk of the Court website).
	Survey plat or site plan drawing of subject property showing location and scope of proposed Special Uses.
	If the Applicant is different from the Owner, a Notarized Letter of Authorization from the Property Owner designating the applicant to act on their behalf as an agent.
	Signature of the Applicant.
	Application Fee, if applies.
	Submit application and documents to the Development Manager, City Hall, 101 White Avenue SE.
	Please allow up to 45 days for processing and scheduling before the City Council.

For Office Use Only: (Please proceed to page 2)

Date Stamp:

Received By: _____

THIS SECTION TO BE COMPLETED BY APPLICANT

Please type or neatly print the responses to each of the following: (attach additional pages as needed)

1) Property Owner Information

Name: _____ Phone: _____

Mailing Address: _____

Do any other persons have any ownership/ interest in the subject property? Yes ___ No ___

If YES, please list on additional pages, as needed.

2) Applicant Information

(If non-owner – must submit a notarized letter of authorization signed by owner – see form at end of this packet)

Name: _____ Phone: _____

Business or Organization Name: _____

Mailing Address: _____

Relationship to Property Owner: _____

3) Property Information Location and Use:

All / Part (*Circle One*) of Tax Parcel Number: _____

Present Use at location and general property description:

Is the subject property publicly owned? _____

Do you represent an agency of municipal, county, state or federal government? _____

Or

Are you a certified non-profit organization? _____ if yes, provide documentation.

Or

Is your event otherwise non-business? _____ if yes, please provide details and information in your letter of intent to that effect. (*Not selling anything, partnering with a charity or local church, sports or club fund-raiser, educational or home-school group, etc.*)

Will you be utilizing electricity or water as part of your event? _____ if yes, provide details.

Will you be cooking at the event? _____ if yes, provide details.

Are you proposing a temporary tent, trailer or other structure as part of your event? _____
If yes, please provide details of such.

- **Letter of Intent** – Please submit, with this application, a letter which includes details of all aspects of the nature and purpose for the request. In the letter, please also describe:
- How trash generated will be contained and dealt with during and after the event?
- How will sanitary conditions and restroom facilities be provided to event participants?
- How many participants are you expecting to the event?
- What will be the event hours of operation?
- Will alcohol sales and/or consumption be part of your event?
- Details if private security or law-enforcement will be needed during the event.
- How traffic control, access and parking will be managed.
- If any temporary signage is proposed before or during the event, and the scope and locations of such.
- What other measures you propose to incorporate into the event or use to screen or buffer the use from adjacent properties or adjacent rights-of-way/streets.
- **Please provide a survey or site plan drawing of the site, showing buildings, driveways, parking areas, tents, other uses, utility connections, etc. and show where on the property you propose to locate the applied for uses.**
- **If a tent is proposed, please contact Roy Rogers, Building Official (386-362-2276) for tent permit requirements.**

Date in which you anticipate starting set-up of the event: _____

Duration of the event: _____

Date which you anticipate total tear-down/clearing to be complete: _____

Or

If an extended use, how long do you anticipate needing approval being granted for:

I (we) have read this application in full, and agree to abide by all applicable city codes and standards and to obtain any required approvals and permits from other City Departments.

I (we) do hereby certify that to the best of my (our) knowledge and belief, that all of the above statements and information, and the statements contained in any papers or plans submitted herewith, are true and correct.

I authorize the City Development Manager, Building Official, or his designee to enter and inspect the premises, for information gathering or inspections as may be needed; or to post public hearing signage as may be required.

Fees in the amount of \$100.00 are required, payable to the City of Live Oak, at time of any application submission.

Verified Non-Profit / Non-Business Organizations / Governmental Entities are exempt from fee requirements.

Applicant Print Name / Signature

Date

Applicant Print Name / Signature

Date

- **City Staff Entries**

Date Property Posted with Public Hearing Signage: _____

Date of Public Hearing before the City Council: _____

Action taken by the City Council: _____

Council mandated conditions:

Land Development Regulation Code

Sec. 14.10. Special Use Permits for Temporary Uses.

Certain uses are temporary in character, varying in type and degree as well as length of time involved. Such uses may have little impact on surrounding and nearby properties, or they may present conflicts involving potential incompatibility of the temporary use with existing, abutting, adjacent or nearby uses. The following Regulations shall govern temporary uses:

14.10.2. Special Use Permits issued by the **City Council**.

Certain uses may be proposed which are beyond the scope or duration of that which the LDR Administrator has the authority to approve administratively. Therefore, the City Council is authorized to approve Special Use Permits for the following activities, after it is determined that:

1. The owner has authorized use of the premises, via submission of a notarized letter of authorization for the proposed use and duration; and
2. The proposed use is compatible with existing, abutting, adjacent or nearby uses; and
3. There is sufficient open space available at the location to conduct the proposed use; and
4. Due consideration has been given to any testimony and evidence provided to the City Council at the public hearing, either for or against the request; and
5. Any nuisance or hazardous feature involved is suitably separated from adjacent uses; and
6. Excessive vehicular traffic will not be generated on minor residential streets; and
7. A vehicular parking problem will not be created:
 - a. Any of the enumerated uses as listed under Section 14.10.1., (a. – f.) [BELOW], which are proposed to be greater in scale or scope, or for a longer duration, than that which is provided for, for a time certain duration as determined by the City Council.
 - b. In any zoning district: extraordinary uses proposed by any agency of municipal, county, state, or federal government, on publically owned property, for a time certain duration as determined by the City Council.

Requests for such a permit shall be submitted in writing on city supplied forms and with supporting documentation, authorizations, and site plans showing locations of proposed uses to the LDR Administrator, together with such reasonable fees as the City Council may determine in accordance with Article 1 of these Land Development Regulations. The LDR Administrator shall post the subject property with public hearing signage as required in Article 3, and shall agenda the item on the next available City Council meeting agenda for consideration. Appropriate conditions and safeguards may be imposed by the City Council as deemed necessary and appropriate. Violation of such conditions and safeguards, when made a part of the terms under which the Special Use Permit is granted, shall be deemed a violation of these Land Development Regulations and punishable as provided in article 15 of these Land Development Regulations. If the proposed use or location is determined by the City Council to be incompatible, or does not meet one or more of the required points of consideration, the request may be denied.

14.10.1.

- a. In any zoning district: special events, up to 4 days in duration.
- b. In any zoning district: Christmas tree, pumpkin, watermelon, and similar sales lots operated by nonprofit, eleemosynary organizations, up to 45 days in duration.
- c. In any zoning district: other uses which are similar to subsections (a) and (b) above and which are of a temporary nature where the period of use will not extend beyond 30 days.
- d. In any zoning district: a single manufactured home, travel trailer or modular building used as a residence, temporary office, security shelter, or shelter for materials of goods incident to construction on or Development of the premises upon which said structure is located. May also include a fenced outdoor storage yard for materials and equipment. Such uses shall be strictly limited to the time construction or development is actively underway, up to 12 months in duration.
- e. In any zoning district: temporary religious or revival activities in tents, up to 7 days in duration.
- f. In agricultural, commercial, and industrial districts: commercial circuses, carnivals, outdoor concerts, and similar uses, up to 7 days in duration.