



**CITY OF LIVE OAK  
PETITION FOR SPECIAL USE PERMIT  
FOR TEMPORARY USES TO  
LAND DEVELOPMENT ADMINISTRATOR**

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

**THIS SECTION TO BE COMPLETED BY APPLICANT**

This is a petition for a Special Use Permit for Temporary Uses. The applicant is responsible for the completeness, accuracy, and timely submittal of this petition. City staff can assist with certain information as needed.

*Please review all information listed on this application.*

**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 such persons.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**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: \_\_\_\_\_

(Generally vacant lots and closed up business properties are ineligible for such events – see Development Manager for more details and a specific evaluation of your proposed use.)

Current Zoning: \_\_\_\_\_ Future Land Use Plan Map Category: \_\_\_\_\_

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

Is your event otherwise non-business? \_\_\_\_\_ if yes, please provide details and info 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 tent, trailer or other structure as part of your event? \_\_\_\_\_ if yes, please provide details of such. \_\_\_\_\_

Type of use proposed: \_\_\_\_\_

Dates of use (including set-up, event & tear-down): \_\_\_\_\_

- **Only temporary ‘wire-stand yard’ (up to 3) and ‘banner’ (one - maximum 40 square feet) signs can be displayed at your event – must be located on the same property where you are at, off street right-of-ways, and not blocking any vehicular or pedestrian visibility.**
- **Please provide a drawing of the site, showing buildings, driveways, parking areas, etc. and show where on the property you propose to locate.**
- **If a tent is proposed, please contact Roy Rogers, Building Official (386-362-2276) for tent permit requirements.**

I (we) have read this application in full, and agree to abide by all applicable city codes and standards.

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.

**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 are exempt from fee requirements.**

\_\_\_\_\_  
Applicant Print Name / Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Print Name / Signature

\_\_\_\_\_  
Date

- LDR Administrator’s Office is at City Hall – 101 White Ave. SE.

**OFFICE USE ~**

Approved, City of Live Oak LDR Administrator

Details and conditions:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name / Sign Name

\_\_\_\_\_  
Date

This permit will expire on \_\_\_\_\_.

**Sec. 14.10. Special Use Permits for Temporary Uses.**

*(Greater in scale, scope or duration require separate City Council Application)*

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:

14.10.1. Special Use Permits issued by the **Land Development Regulation Administrator.**

Certain uses are of short duration and may not create incompatibility during the course of the use.

Therefore, the Land Development Regulation Administrator 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. Any nuisance or hazardous feature involved is suitably separated from adjacent uses; and
5. Excessive vehicular traffic will not be generated on minor residential streets; and
6. A vehicular parking problem will not be created:
  - h. In any zoning district: special events, **up to 4 days in duration.**
  - i. In any zoning district: Christmas tree, pumpkin, watermelon, and similar sales lots operated by nonprofit, eleemosynary organizations, **up to 45 days in duration.**
  - j. 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.**

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 Land Development Regulation Administrator, together with such reasonable fees as the City Council may determine in accordance with Article 1 of these Land Development Regulations.

Appropriate conditions and safeguards may be imposed by the LDR Administrator 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 LDR Administrator to be incompatible, or does not meet one or more of the required points of consideration, the request may be denied.