

Okeechobee County Community Development Department
1700 NW 9th Avenue, Suite A; Okeechobee, FL 34972
Phone: (863) 763-5548 ◦ Fax: (863) 763-5276
planning@okeechobeecountyfl.gov

Application for a Temporary Use Permit

1. Name of Applicant: _____
2. Phone of Applicant: _____
3. Mailing Address of Applicant: _____

4. Name of Agent/Contact: _____
5. Phone of Agent/Contact: _____
6. Mailing Address of Agent/Contact: _____

7. Name of Property Owner: _____
8. Phone of Property Owner: _____
9. Parcel Number(s): _____
10. Address of and Directions to Parcel: _____

11. Current Zoning: _____
12. Describe all intended uses and activities: _____

13. Proposed dates of operation: _____
14. Days and hours of operation: _____
15. Number/types of employees/workers associated with temporary use: _____

16. Estimated number of visitors per day and at peak times: _____

17. Provide a site plan that indicates:
- Boundary of the parcel;
 - All roads or streets adjacent to the parcel;
 - Location of existing structures on the parcel;
 - Location of other major features on the parcel, such as retention areas;
 - Location of temporary structures proposed for the temporary use, including setbacks from existing structures and from property lines;
 - Location of display and public areas specified by type, such as midway, rides, concessions, vehicle display area, booth areas, bandstand, spectator areas, etc. Indicate distances from existing structures and from property lines;
 - Location and number of permanent or portable restroom and hand washing facilities;
 - Parking areas and approximate number of parking spaces for employees/workers associated with the temporary use;
 - Parking areas and approximate number of parking spaces for visitors;
 - Ingress to and egress from the temporary use area; and
 - Internal traffic circulation routes.
18. Provide evidence of appropriate liability insurance and other required insurance.
19. Provide consent from property owner if applicant does not own property.
20. Please be advised that building permits are required for electrical, plumbing, mechanical or construction activities. For any permits that are required, also be advised that contractors must be certified by the State of Florida or licensed by Okeechobee County. Please contact the Community Development Department with any questions regarding building permit applications, requirements for building permits, or regulations addressing the licensing or certification of contractors.
21. Please also be advised that an occupational license or a transient merchant permit may be required.
22. Additional permits or approvals from other regional, state or federal regulatory agencies may also be required.

Submit this application at least 2 weeks before the temporary use event is scheduled to commence.

Signature of Applicant

Date

I hereby certify that the information in this application is correct. The information included in this application is for use by Okeechobee County in processing my request. False or misleading information may be punishable by a fine of up to \$500.00 and imprisonment of up to 30 days and may result in the summary denial of this application or revocation of any permit that was issued.

_____ For Department Use _____

- | | | |
|-------------------------------------------|---------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Code Compliance | <input type="checkbox"/> Fire Rescue Dept. | <input type="checkbox"/> Environmental Health |
| <input type="checkbox"/> Sheriff's Office | <input type="checkbox"/> City of Okeechobee | <input type="checkbox"/> Other _____ |