



## Temporary Use Permit Application Check List

- ❑ TEMPORARY USE PERMIT APPLICATION
- ❑ PROOF OF LIABILITY INSURANCE LISTING THE CITY OF CORAL SPRINGS AS ADDITIONALLY INSURED WITH A MINIMUM OF \$1 MILLION DOLLARS
- ❑ SITE PLAN INCLUDING AERIAL SHOWING WHERE THE EVENT WILL TAKE PLACE, LOCATION, SET-BACK(25 FT. FROM STREET OR CORNER), 12 FEET OF ACCESS FOR EMERGENCY VEHICLES
- ❑ LETTER FROM OWNER OF THE PROPERTY GIVING PERMISSION TO HOST THE EVENT
- ❑ LETTER FROM NON-PROFIT (ALL TEMP USE PERMITS SHALL BE TIED TO A LOCAL/NATIONAL CHARITY)
- ❑ SIGN SAMPLE & SIZE - (ONLY ONE ALLOWED; SHOULD ONLY INDICATE NAME, LOCATION, LOGO, TIME AND DATE- 32 SQUARE FEET)
- ❑ TENT PERMIT REQUIRED FOR TENTS OVER 10 X 10
- ❑ TEMPORARY LIQUOR LICENSE IF SERVING ALCOHOL OUTSIDE
- ❑ A POLICE DETAIL REQUIRED IF SERVING ALCOHOL OUTSIDE  
CONTACT AMY BACKER AT 954-346-1312  
([ABACKER@CORALSPRINGS.ORG](mailto:ABACKER@CORALSPRINGS.ORG))
- ❑ A FIRE WATCH IS REQUIRED IF COOKING OUTSIDE  
CONTACT CAPTAIN RALPH TROINO AT 954-346-1398  
([RTROINO@CORALSPRINGS.ORG](mailto:RTROINO@CORALSPRINGS.ORG))



## TEMPORARY USE PERMIT APPLICATION

(Please submit 30 days prior to event)

Application # \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Organization: \_\_\_\_\_  
NON-PROFIT

Proposed Use or Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Estimated # of people on site at any one time: \_\_\_\_\_

Tent(s): \_\_\_\_\_ Size(s): \_\_\_\_\_ Color: \_\_\_\_\_ Building Permit: \_\_\_\_\_

Restrooms: \_\_\_\_\_ Alcoholic Beverages: \_\_\_\_\_ Liquor License: \_\_\_\_\_ Rides: \_\_\_\_\_  
(PD DETAIL MAY BE REQUIRED – CONTACT 954-346-1312 FOR MORE INFORMATION)

Food: \_\_\_\_\_ Open Cooking: \_\_\_\_\_ Fire Watch Required: \_\_\_\_\_ Time: \_\_\_\_\_ \$200.00 Deposit   
CONTACT 954-346-1394 FOR MORE INFORMATION [REFUNDABLE]

Health Certificate: \_\_\_\_\_ Sound Equipment: \_\_\_\_\_ Site Plan: \_\_\_\_\_ Aerial View: \_\_\_\_\_

MOBILE FOOD VENDOR TRUCKS:  Yes  No

Commission Approved 2-Year Pilot Program ending 4/2/2016 – ORDINANCE 2014-103

**\*\*Must be City sponsored event/minimum 2 food trucks/submit list of trucks & active license from DBPR\*\***

FOR CITY USE ONLY					
DATE	DEPARTMENT	APPROVED	DENIED	COMMENTS	INSPECTION
	Zoning				
	Code Compliance				
	Building - Electrical				
	Building - Structural				
	Fire				
	Police Department				
	Other				
	Payment <b>\$60.00</b>	Check #	Cash <input type="checkbox"/>	Amount: \$	

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_



## TEMPORARY USE PERMIT REQUIRED DOCUMENTATION

The City of Coral Springs issues a Temporary Use Permit for all social or charitable activities that are conducted up to a period of three (3) calendar days. Temporary Use Permits include outdoor activities organized by local, educational, civic, rehabilitative, recreational and religious organizations and are intended to regulate such activities in the interest of public health, safety and welfare.

An application for a Temporary Use Permit should be made **thirty (30) days** before an activity is planned.

### **The following shall be submitted with the application:**

1. Completed site plan including –
  - Location of event
  - Time schedule for event
  - Handicapped accessibility plan
  - Number of parking spaces anticipated to be utilized by the event
  - Ingress and egress areas that will remain open for access by emergency vehicles
2. Letter of approval from the owner of the property for the event.
3. Letter(s) of approval from the owner(s) of the property for off-site parking
4. Proof of Insurance as follows:
  - From the property owner and/or organization sponsoring the event naming the City as additionally named insured
  - If rides are involved, insurance from the amusement company is required.
5. A Flame Retardant Certificate is required for each tent as well as an approved building permit. The building permit must have all inspections completed and approved prior to start of event. *Lighting inside a tent requires an electrical building permit obtained by a licensed electrical contractor.*
6. Canopy's shall be 30-feet from a right-of-way
7. A Health Certificate for any outdoor food vendor is required
8. See attached Land Development Code Section 1806 related to Signs
9. Police assistance for traffic, crowd control and barricades may be required depending on the type of event and length of time.
10. A Fire Department detail is required when cooking is part of the event. The Fire detail shall begin when cooking begins, not when event begins. A \$200.00 refundable deposit is also required when submitting application.
11. *Inspections by the Building Department and Fire Department Inspectors may be required and shall be completed prior to the event.*

City staff reserves the right to require certain events to obtain City Commission approval due to size, length of time or the nature of the event. Anyone requesting a deviation from any of the requirements of the Temporary Use Permit must receive approval from the City Commission.



## TENT PERMIT REQUIREMENTS (Over 10 X 10)

- 2 SETS OF PLANS
- Minimum of 2 SITE PLANS SHOWING WHERE TENT(S) WILL BE LOCATED AND ALL ACCESSIBILITY REQUIREMENTS
- "NO SMOKING" SIGNS POSTED OUTWARD FROM EACH SIDE OF TENT
- EXIT SIGNS POSTED
- 4A10BC FIRE RATED EXTINGUISHERS EVERY 2500 SQUARE FEET
- 5 GALLON ASH BUCKETS FILLED WITH SAND AND LOCATED UNDER EACH NO SMOKING SIGN
- SUFFICIENT EMERGENCY LIGHTING
- ELECTRICAL PLANS AND PERMIT APPLICATION WHEN APPLICABLE
- LICENSE ISSUED BY BROWARD COUNTY OR STATE OF FLORIDA AS:
  - AWNING/CANOPY
  - GENERAL CONTRACTOR
  - BUILDING CONTRACTOR
  - RESIDENTIAL CONTRACTOR



## Land Development Code, Section 1015

### Temporary Use Permits

- (a) Temporary use permits may be issued to an applicant for social or charitable activities which are conducted for up to a period of three (3) calendar days in length, unless otherwise approved by the city manager or his designee. Applicants requesting temporary use permits may include, but are not limited to, local, educational, civic, rehabilitative, recreational, religious organizations, and large scale retail establishments as defined in Land Development Code Section 250105
- (b) All applicants for a temporary use permit shall file an application with the Development Services Department at least thirty (30) calendar days prior to said event, together with an application fee. The applicant, at a minimum, must submit the following with the application:
  - (1) An affidavit that permission has been secured from the owner of the land upon which the event is to be held;
  - (2) A bond collateral agreement or other security agreement conditioned to keep the premises clean of all trash and debris during and after use of the site by the applicant;
  - (3) A site plan that is to scale and provides detailed information about the site and the surrounding area(s) to be impacted; and
- (c) Additional information related to and including, but not limited to, signage, parking, traffic circulation, building and fire prevention regulations, insurance, vendors and health certificates shall be required, where applicable, to ensure that the Code of the City of Coral Springs and the Land Development Code of the city is implemented properly for temporary uses. The additional information, where applicable, may be required by the Development Services Department.
- (d) General criteria and limitations for temporary use permits:
  - (1) The temporary use must be compatible with the surrounding land uses; however, no temporary use permits shall be issued for events in areas zoned for single-family residential.
  - (2) No temporary use permit shall be approved when a merchant exists, who deals in the goods offered by the temporary use, whose principal business is located within the same shopping center or within three hundred (300) feet of the proposed location of the temporary use. The foregoing prohibition shall not apply to a large scale retail establishment requesting an outdoor event.
  - (3) If off-site parking is to be utilized, permission must be in writing from the owner of said property.
  - (4) Properties may not receive a temporary use permit more than three (3) times within a calendar year, unless approved by the city manager or his designee.
  - (5) No more than two (2) temporary use permits may be issued to the same shopping center at one (1) period of time, unless approved by the city manager or his designee.
  - (6) Events which anticipate having over one thousand (1,000) people, at any given time, must be approved by the City Commission.
  - (7) Events with mechanical rides must be approved by the City Commission.
  - (8) Events shall have an associated charity that is a Coral Springs nonprofit or nationally-recognized 501(c)(3) organization, or the applicant shall otherwise contribute in-kind services to the community as determined by the City Manager or his designee.



- (e) The following criteria and limitations shall apply in addition to subsection (d) above to a large scale retail establishment applying for the issuance of a temporary use permit, unless otherwise exempted by the City Manager or his designee in their sole discretion:
  - (1) Outdoor sales events shall only take place at the property or shopping center where the large scale retail establishment is located.
  - (2) No more than two (2) temporary use permits for an outdoor sales event may be issued per calendar year. Issuance of the temporary use permit for the above reasons shall be in addition to the temporary use permits allowed in Section 1015(d)(4).
  - (3) Any permit issued for an outside sales event shall be limited to no more than fourteen (14) calendar days.
  - (4) In addition to the items required under Section 1015(b) and (c) above, a site plan that shows the following information shall be submitted with the initial application for a temporary use permit:
    - (5) Location(s) for outdoor storage of goods/display.
    - (6) An explanation or illustration of how the site will maintain ADA compliance and keep fire lanes clear during event.
    - (7) Design(s) and location(s) of any temporary signage. Signs shall adhere to requirements of Land Development Code Section and shall be approved by City staff.
- (f) Except as otherwise provided, the City Manager or his/her designee shall approve or deny the application for a temporary use permit.
- (g) The fees shall be as provided in Chapter 3 of the Code of the City of Coral Springs.

(Code 1972, § 10-8.1; Ord. No. 94-136, § 4, 7-19-94; Ord. No. 2004-121, § 14, 9-7-04; Ord. No. 2007-107, § 2, 7-3-07; Ord. No. 2014-122, § 2, 11-5-14)



Land Development Code Section 1806

Temporary signs; requirements according to zoning districts

- (H) *Special events signs.*
- (1) Off-site special event signs shall be allowed in the form of a banner that is erected between two (2) permanent banner poles as approved in accordance with temporary use permits as described in section 1015. Information displayed on any banner shall be limited to the event name, location, date and time and one (1) logo. The property owner or authorized agent must contact the community development division for sign placement and guidelines for this special event sign.
  - (2) Such signs shall not be placed within vehicle recovery areas or within sight triangles.
  - (3) Such signs shall be permitted only in pre-selected locations approved by the city manager or his designee.
  - (4) Signs shall be approved in accordance with temporary use permits as described in section 1015.
  - (5) Only one (1) sign per event shall be permitted in any one (1) off-site location.
  - (6) No more than one (1) sign per street frontage (of the location of the event) may be used on-site. The location and design of this sign will be approved in accordance with temporary use permits as described in section 1015.
  - (7) One (1) additional directional sign may be erected on the day of the event only at a strategic location for directional purposes that are not located on a major arterial roadway. The size, location and design of such sign will be approved in accordance with temporary use permits as described in section 1015.
  - (8) Signs may not be posted until fourteen (14) calendar days prior to the event.
  - (9) Signs for all special events must be taken down no more than three (3) calendar days after the event.
  - (10) The city manager or his designee shall approve all signs using the following criteria:
    - (a) The sign shall use lettering designated to be legible from the street;
    - (b) One (1) logo may be utilized without any limitation on the number of colors.
    - (c) The sign shall be compatible with its surroundings;
    - (d) The sign shall be conducive to promoting traffic safety by preventing visual distraction.
  - (11) Such signs are exempt from the permit fees described in section 18011 (b)



**FRANK BABINEC**  
Fire Chief

## **SPECIAL EVENTS** **FIRE SAFETY REQUIREMENTS**

1. Cooking equipment used in fixed, mobile or temporary concessions, such as trucks or trailers, shall have the fire suppression equipment including fire extinguishers and hood suppression systems (if applicable) properly maintained and serviced by a Florida State certified company.
2. One 4A10BC fire extinguisher shall be provided for each cooking vendor. In addition, a Class K-Type fire extinguisher is recommended for vendors that are deep frying. All extinguishers shall have a current inspection tag with proper pressure and pin secured in place. Fire extinguishers shall be visible and readily available for use.
3. All propane cylinders must be secured. Small cylinders (20#) can be put in a milk carton type crate. Larger cylinders shall be secured to a stationary object, (fence, pole) except personal type grills with propane cylinders attached.
4. All propane cylinders (other than personal type grills with propane cylinders attached) shall be 10 ft. from the cooking appliance with gas line(s) secured.
5. Deep fryers or pans with grease used for cooking shall have a metal cover plate, (lid) to put on them in case of fire or rain.
6. If cooking under canopy/tent like structure, it shall be of flame resistant material. There shall be a flame resistant tag/label affixed to each canopy/tent.
7. Fire lanes shall be maintained according to permitted plans if applicable.