

Application No. \_\_\_\_\_ -TUP- \_\_\_\_\_



**APPLICATION FOR TEMPORARY USE PERMIT**

**PLANNING AND ZONING DIVISION**

SUBMIT ALL

Section 1: **General Application Requirements**

HELPFUL INFORMATION

Section 2: **Submittal Requirements**

Section 3: **Development Review Committee (DRC) Information**

*City of*  
**Miramar**

**Community Development Department**

2200 Civic Center Place

Miramar, Florida 33025

(954) 602-3264

[www.ci.miramar.fl.us](http://www.ci.miramar.fl.us)

## SECTION 1: GENERAL REQUIREMENTS

**INSTRUCTIONS:** Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable). Please include the items listed in Section 2 of the application.

**DEVELOPMENT REQUEST** – Check one type **ONLY** (Use separate applications if applicable)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Abandonment/Vacation of Right-of-Way or Easement | <input type="checkbox"/> Land Development Code Amendment | <input type="checkbox"/> Plat Waiver   |
| <input type="checkbox"/> Appeal of decision/determination                 | <input type="checkbox"/> Land Use Plan Map Amendment     | <input type="checkbox"/> Rezoning      |
| <input type="checkbox"/> Community Appearance Board                       | <input type="checkbox"/> Master Development Plan (PUD)   | <input type="checkbox"/> Site Plan     |
| <input type="checkbox"/> Comprehensive Plan Text Amendment                | <input type="checkbox"/> Master Zoning Plan              | <input type="checkbox"/> Temporary Use |
| <input type="checkbox"/> Conditional Use                                  | <input type="checkbox"/> Plat                            | <input type="checkbox"/> Variance      |
| <input type="checkbox"/> Developer’s Agreement                            | <input type="checkbox"/> Plat Delegation Request         | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Development of Regional Impact (DRI)             | <input type="checkbox"/> Plat Exemption                  |  |

**DEVELOPMENT/PROJECT NAME:** \_\_\_\_\_

**DEVELOPMENT / PROJECT ADDRESS OR LOCATION:** \_\_\_\_\_

Legal Description (*attach separate sheet if necessary*): \_\_\_\_\_

All Tax ID Folio Numbers: \_\_\_\_\_

**Project Narrative** (*Please attach as a separate sheet*)

Residential Use(s)/Unit Type(s): \_\_\_\_\_

Number of Residential Units: \_\_\_\_\_

Non-Residential Use(s) (Type & sq. ft.): \_\_\_\_\_

Current Use(s) of Property: \_\_\_\_\_

Proposed Use(s) of Property: \_\_\_\_\_

Is the property platted?      Yes      No

OR Book & Page: \_\_\_\_\_

Plat Name: \_\_\_\_\_

Is the property an existing legal lot of record?      Yes      No

If no, please explain on a separate sheet.

Site Area (sq. ft. & acres): \_\_\_\_\_

**Existing** Zoning Designation(s): \_\_\_\_\_

**Proposed** Zoning Designation(s): \_\_\_\_\_

**Existing** Land Use Designation(s): \_\_\_\_\_

**Proposed** Land Use Designation(s): \_\_\_\_\_

Will the plat be affected by this application?      Yes      No

If yes, please explain on a separate sheet.

Is the property the subject of code enforcement action?

Yes      No

If yes, code enforcement case no.: \_\_\_\_\_

<b>PROPERTY OWNER NAME:</b>		<b>SIGNATURE:</b>	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
<b>NOTARIZATION</b>			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

<b>CONTRACT PURCHASER NAME:</b>		<b>SIGNATURE:</b>	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
<b>NOTARIZATION</b>			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

<b>TENANT NAME:</b>		<b>SIGNATURE:</b>	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
<b>NOTARIZATION</b>			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

<b>AGENT NAME:</b>		<b>SIGNATURE:</b>	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
<b>NOTARIZATION</b>			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			



- ✚ Compliance with LDC Section 901.10
  - Minimum plot size of 5,000 square feet
  - 15 feet of landscape area on each side and rear of the proposed sales location
  - 25 feet of landscape area in front of the proposed sales location
- ✚ Landscaping plan per LDC Section 901.10
  - One tree of 1,000 square feet of plot area or fraction thereof
  - One shrub for every 100 square feet of plot area or fraction thereof
  - A continuous hedge around all vehicular use areas except at the points of vehicular and pedestrian ingress and egress
- ✚ Temporary Signage as permitted by LDC Chapter 10 (Dimensions and Details)

**D. Special events**

**Carnivals, fairs, circuses, events with over 1,000 people in attendance**

- ✚ General layout diagram showing:
  - Setbacks from buildings, sidewalks, and roads
  - Provision for pedestrian and vehicular access
  - Parking
- ✚ Tent material must meet Fire Department Standards (include a sample of the tent material and fire retardation certificate)
- ✚ Fire Department access/hydrant requirements (attached)
- ✚ Fireworks displays and shows require Fire Department approval and may generate additional special requirements

*Note: Events that anticipate 1,000 people or more require City Commission approval. Events with less than 1,000 people do not require City Commission approval*

**E. Fire department requirements**

**Canopies/tents**

- ✚ Canopies may not be used for general storage of any character whatsoever (natural trees excluded) and may not be used for sleeping purposes
- ✚ All fabrics, curtains, cloth, rope, netting and decorative material used for, in, or on a canopy shall be rendered flameproof
- ✚ Canopies required to be of flameproof material shall be inspected by the Building Official and the flame proofing certified on the Application for Building Permit, issued for the erection of such canopy
- ✚ All canopies at grade shall be constructed and erected to withstand a minimum wind pressure or suction of ten pounds per square foot
- ✚ All lighting shall be by electricity
- ✚ Exits shall be spaced no more than 75 feet apart
- ✚ Aisles shall not be less than 44 inches in width, provided such aisles shall not be less in width than the combined width of aisles they connect
- ✚ Canopies shall not be less than 30 feet from side or rear property lines or from other buildings on the same property
- ✚ “NO SMOKING” Signs shall be placed at the entrance and throughout the interior
- ✚ Illuminated “EXIT” Signs shall be placed above each exit

- ✚ An Extinguishments Container (Five Gallon container filled half way with sand) shall be used to extinguish tobacco products prior to entering. Said containers shall be placed at each entrance
- ✚ Emergency Lighting shall be installed

**F. Fire extinguishers**

- ✚ One 2A10BC is required for each 2,500 square feet of floor area, but not less than one to each path of egress or within a travel distance of not exceeding 50 feet.
  - A portable fire extinguisher shall consist of a container or containers having a capacity of not less than one unit of fire protection, as defined by the National Fire Protection Association, so arranged and equipped that pressure may be generated and the contents discharged through a hose and nozzle, or portable extinguisher of other type, approved as equal by the inspector having jurisdiction.
  - The installation, maintenance and use of portable fire extinguishers shall comply with the Standard for Installation, Maintenance and Use of Portable Fire Extinguishers, NFPA 10, as set forth in Section 402.

**G. Miscellaneous**

- ✚ Ground Fault Indicators (GFI) shall be installed with any and all electrical applications. (Lights, Cash Registers, etc.)
- ✚ Submit a scaled seating/furniture plan

**The number of sets required for submission varies  
2 sets for Seasonal Sales - 5 sets for Special Events - 8 sets for Sales Office/Trailers**

**SECTION 3: DEVELOPMENT REVIEW COMMITTEE (DRC)**

1. **Pre-application meeting:** Contact the Community Development Department at (954) 602-3264 to schedule a pre-application meeting.
2. **Application Intake:** DRC meetings occur bi-monthly, usually on a Thursday morning. New submittals will only be accepted by appointments on the Monday prior to the DRC meeting. Resubmittals are accepted by appointments on the Tuesday prior to the DRC meeting in the **morning only**. Please contact the DRC Plans Coordinator at (954) 602-3269 to schedule an appointment. See our Meeting Calendar: <http://www.commdev.miramar-fl.gov/calendar.htm>
3. **Review by DRC members:** The following Departments / Divisions review DRC applications:

<b>PLANNING DIVISION</b>		
(954) 602-3264		
<b>BUILDING</b> (954) 602-3201	<b>FIRE</b> (954) 602-4600	<b>PUBLIC WORKS</b> (954) 538-6814
<b>COMMUNITY SERVICES</b> (954) 538-6804	<b>LANDSCAPING</b> (954) 602-3260	<b>TRAFFIC</b> (954) 602-3319
<b>ENGINEERING</b> (954) 602-3320	<b>POLICE</b> (954) 602-4000	<b>UTILITIES</b> (954) 538-6828
<b>EXTERNAL AGENCIES</b>		
<b>BROWARD COUNTY MASS TRANSIT</b> (954) 357-8351	<b>SOUTH BROWARD DRAINAGE DISTRICT</b> (954) 680-3337	

4. **DRC Approval Meetings:** The DRC generally meets twice a month on Thursday mornings, excluding holidays. A project may be postponed a maximum of six (6) months. Additional postponements require the approval of the Assistant Director. *Note: DRC Approval is required at least 4 weeks prior to City Commission Hearing.*
5. **Resubmissions:** Applications that are not approved may require submittal of new or revised materials to resolve outstanding issues. These applications will then be considered at the next DRC meeting, or at a subsequent DRC meeting as determined by Staff or as requested by the applicant.

# HELPFUL CONTACTS

UTILITY COMPANIES	SITE PLAN & PLAT REVIEWS
<p>The Utility companies listed below should be contacted for <b>easement and right-of-way issues.</b></p>	<p>The agencies and companies listed below should be contacted for <b>site plan and/or plat review.</b></p>
<p><b>Comcast</b>            2501 S.W. 145<sup>th</sup> Avenue            Miramar, FL 33027            Charlene Reagan - Phone: (954) 534-7440</p>	<p><b>All Service Refuse</b>            751 Northwest 31<sup>st</sup> Avenue            Fort Lauderdale, FL 33311            Ralph Trapani - Phone: (954) 583-1830            email: <a href="mailto:Trapanir@repsrvsouth.com">Trapanir@repsrvsouth.com</a></p>
<p><b>Bell South</b>            8601 West Sunrise Boulevard            Plantation, Florida 33322            Evan Bewry            Phone: (954) 423-6296            Fax: (954) 423-6533</p>	<p><b>Broward County Mass Transit</b>            Broward County Mass Transit Division (BCT)            3201 W. Copans Road            Pompano Beach, FL 33069            David Daniels - E-mail: <a href="mailto:dadaniels@broward.org">dadaniels@broward.org</a>            Phone: (954) 357-8351 - Fax: (954) 357-8342</p>
<p><b>NUI – Florida City Gas</b>            9555 E. 25<sup>th</sup> Street            Hialeah, FL 33013            Ramiro Sicre            Phone: (305) 835-3610            E-mail: <a href="mailto:rsicre@agl.resources.com">rsicre@agl.resources.com</a></p>	<p><b>South Broward Drainage District (SBDD)</b>            6591 S.W. 160<sup>th</sup> Avenue (Dykes Road)            Davie, FL 33331            Leo Schwartzberg, Director            Phone: (954) 680-3337 Cell: (954) 658-1989            Fax: (954) 680-3339</p>
<p><b>FPL - Florida Power and Light Company</b>            4000 Davie Road Extension            Hollywood, Florida 33024            Phone: (954) 442-6350            Fax. (954) 442-6340</p>	<p><b>U.S. Post Office</b> (per site location)</p> <ul style="list-style-type: none"> <li>▪ <b>Between U.S. 441 and Utopia Drive:</b>              810 S. State Road 7, Hollywood, FL 33023              Barbara Moore - Phone: (954) 894-6691</li> <li>▪ <b>Between Utopia Drive and Flamingo Road</b>              Pines Annex:              12277 Pembroke Rd, Pembroke Pines FL 33025              Ida Jauregui - Phone: (954) 441-7729</li> <li>▪ <b>Vicky Coceano Miramar Branch:</b>  <b>Between Flamingo Rd and S.W. 172<sup>nd</sup> Ave.</b>              14900 S.W. 30<sup>th</sup> Street, Miramar, FL 33027              Carol Lima - Phone: (954) 704-8993</li> <li>▪ <b>Chapel Lakes Branch: West of S.W. 172 Ave</b>              21001 Pines Boulevard, Pembroke Pines, FL 33029              Jeanie Brown - Phone: (954) 433-1644</li> </ul>
<p>THIS IS A COMPREHENSIVE LIST OF EXTERNAL AGENCIES THAT REVIEW AND APPROVE SPECIFIC APPLICATIONS. CONTACT INFORMATION IS SUBJECT TO CHANGE.</p>	