



## TEMPORARY USE PERMIT (TUP) APPLICATION CHECKLIST

- Application Processing: Applications and payments are only accepted online through [ProjectDox](#)
- Complete Application: Incomplete applications cannot be accepted.
- Application Fee: Administratively approvable \$75 (less than 500 attendees); City Commission approvable \$250 (500 or more attendees), and all carnivals, fairs, circuses and fireworks displays. All tax-exempt organizations that qualify under §501 of the Internal Revenue Code are exempt from payment of the fee, except for those with 501c4 tax exempt status; proof of tax-exempt status must be provided.
- Proof of Ownership: Warranty Deed or property appraiser's information from [www.bcpa.net](http://www.bcpa.net)
- Owner's Authorization Affidavit: If owned by a corporation an authorized agent registered with the State of Florida as listed on [www.sunbiz.org](http://www.sunbiz.org) must be the person that signs and the record from [www.sunbiz.org](http://www.sunbiz.org) must be provided. If the person signing is not listed as an authorized agent, then a corporate resolution showing that person is authorized to sign on behalf of the corporation may be provided.
- Proof of Liability Insurance: Including a certificate that names the City of Margate as additional insured.
- City-issued Local Business Tax Receipt: Required for promotional events for businesses and community facilities.
- Licensing: Appropriate food vendor, alcohol or catering licenses from the Florida Department of Business and Professional Regulations; for fireworks vendors, the State of Florida Certificate of Registration.
- Animal Displays: All information required by [§6-24](#) of the Code of Ordinances of the City of Margate; copy of Federal and State licenses, and proof of an examination from a Florida licensed veterinarian within the last 90 days.
- Hold Harmless Agreement: Completed City form
- Detailed Description of the Event: A narrative describing all of the event activities and physical characteristics.
- Site Plan: A clearly drawn plan to scale that provides all detailed information and necessary dimensions (i.e. setbacks, size of event area) about the site and surrounding area(s) to be impacted. Hand drawings can only be accepted if they are professionally drafted.
- Fire Rescue Department and Police Department approval: Required for carnivals, fairs, firework and sparkler sales. Police detail for assistance with traffic, crowd control, and barricades may be required depending on the type of event, number of attendees, and length of time.



# TEMPORARY USE PERMIT (TUP) APPLICATION

## TUP CATEGORY

- Administrative (30 days prior to event)  
(Less than 500 attendees)
- City Commission (90 days prior to event)  
(500 or more attendees)

Subject Property Address: \_\_\_\_\_

Subject Folio Number(s): \_\_\_\_\_

Description of Request:

## TUP INFORMATION

Attendees at any time: \_\_\_\_\_ Duration of the Event: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Setup Date(s): \_\_\_\_\_ Clean-up Date(s): \_\_\_\_\_

## AUTHORIZED AGENT INFORMATION

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

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



**APPLICANT INFORMATION  
(IF DIFFERENT THAN THE PROPERTY OWNER)**

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

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

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

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



## OWNER'S AUTHORIZATION AFFIDAVIT

I hereby certify that I am the owner or authorized agent of the property located at

\_\_\_\_\_

being the subject property for this Temporary Use Permit application, and I hereby grant authorization to \_\_\_\_\_ to file an application with the City of Margate for approval of the same.

\_\_\_\_\_  
Print owner's or authorized agent's name

\_\_\_\_\_  
Signature of owner or authorized agent

Owner/Agent Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Owner/Agent Address: \_\_\_\_\_

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_ day of \_\_\_\_\_, \_\_\_\_ (year), by \_\_\_\_\_ (print name of person making statement).

\_\_\_\_\_  
(Signature of Notary Public - State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR  Produced Identification

Type of Identification Produced \_\_\_\_\_



## TEMPORARY USE HOLD HARMLESS AGREEMENT

Temporary Use Name/Description: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) of the Temporary Use: \_\_\_\_\_

Pursuant to the requirements set forth in §3.24, of Appendix A, of the Code of the City of Margate, Florida, the applicants(s) for the temporary use described above do(es) hereby agree to indemnify, defend, and hold the City of Margate, its officers, and employees, harmless for any claim or suit arising out of the planning, organizing, or operation of this temporary use.

\_\_\_\_\_  
Print applicant's name

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Print applicant's title

\_\_\_\_\_  
Print applicant's organization/company

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_ day of \_\_\_\_\_, \_\_\_\_ (year), by \_\_\_\_\_ (print name of person making statement).

\_\_\_\_\_  
(Signature of Notary Public - State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR  Produced Identification

Type of Identification Produced \_\_\_\_\_



## ADMINISTRATIVELY APPROVABLE TUPS

### Assemblies:

- Block parties in residential areas with attendance greater than 75 and less than 500 attendees at any one time
- Political, religious, or social gatherings with fewer than 500 attendees at any one time
- Promotional events for businesses and community facilities having a City-issued Local Business Tax Receipt with less than 500 attendees at one time

### Sales:

- Community Garage Sale
- Farmer's Market
- Mobile Food Truck
- Seasonal Sales Lot
- Temporary Sales Office
- Walkway or Parking Lot Sale

## CITY COMMISSION APPROVABLE TUPS

### Assemblies:

- Block parties in residential areas with 500 or more attendees at one time
- Carnivals, fairs, and circuses
- Fireworks displays and shows
- Political, religious, or social gatherings with 500 or more attendees at one time
- Promotional events for businesses and community facilities which anticipate having 500 or more attendees at any one time
- Animal displays (unless associated with a use authorized to be approved by the City Commission)

### Other:

- Any temporary use or structure which in the opinion of the Development Services Department may require City Commission review

## REVOCATION OF TUPS

Any temporary use or structure which becomes a nuisance violates the conditions of the permit, endangers the public health or safety or is in violation of any City Code shall be immediately subject to revocation by the City Manager.



## TIME LIMITS

Amount: Each property shall be limited to 4 TUPs within a calendar year. An applicant may not conduct 2 or more TUPs consecutively. An applicant may not receive a TUP on the same property more than once per 30-day time period.

Daily Duration: 10:00 p.m. unless approved for a later time by the City Commission

Real Estate Development Projects: No longer than the time necessary to complete the construction of the project (issuance of the final certificate of occupancy or completion as applicable)

Seasonal: 30 consecutive calendar days

Walkway or Parking Lot: 7 consecutive calendar days

All Others: No longer than a total of 21 consecutive calendar days; 3 days for set-up prior to the event, up to 15 days to hold the event, and up to 3 days after the close of an event for tear down and clean-up

Extensions: The Development Services Department may grant an extension to a TUP of not more than 7 consecutive calendar days for unforeseen circumstances, such as natural disturbances, but not including economic hardships.

## GENERAL CRITERIA

Compatibility: The temporary use must be compatible with the surrounding land uses.

- The application must demonstrate that a parking problem is not being created.
- The property must have surplus parking spaces or spaces that are not being used. A list of tenant(s), the size of their space(s), type of use(s), and hours of operation must to be provided.
- Any noise generated by the TUP must comply with the City's Noise Control Code

Site Plan Requirements: A clearly drawn plan to scale that provides all detailed information and necessary dimensions (i.e. setbacks, size of event area) about the site and surrounding area(s) to be impacted. Hand drawings can only be accepted if they are professionally drafted. The below information as applicable is to be shown:

- Diagram of the event set-up
- Cooking areas
- Electricity source(s)
- Garbage collection
- Seating Areas
- Show / Stage Location(s)
- Parking Areas
- Restroom Facilities
- Security (Police Detail may be required)
- Signage
- Tent(s)
- Traffic Circulation/Traffic Control
- Vendor location(s)
- Water
- Designated areas for alcohol consumption
- Any other activities taking place



### Off-site Parking Requirements:

- Letter of Authorization and proof of ownership from the property's owner
- Site Plan showing the total number of spaces to be used
- The property must have surplus parking spaces or the use(s) or spaces that are not being used when the TUP is taking place. A list of tenant(s), the size of their space(s), type of use(s), and hours of operation must be provided. A Master Parking as detailed by [§33.2\(F\)](#) of the Code of Ordinances of the City of Margate may be required

### TENT REQUIREMENTS OVER 10' X 10'

- 2 sets of signed and sealed engineered anchoring plans. The event organizer is responsible for ensuring that all tents are properly anchored & secured per manufacturer's specifications.
- 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 2,500 square feet
- Sufficient emergency lighting
- Electrical plans and permit application when applicable
- Building permit, issued to contractor that is [registered with the City](#) and Licensed by Broward County or State of Florida as one of the following:
  - Awning/canopy
  - General contractor
  - Building contractor
  - Residential contractor





## FIRE SAFETY REQUIREMENTS

- Site plan: All dimensions to scale required
- Any hazards must be clearly marked on site plan including generators, fuel storage, etc.
- 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 and comply with the Margate Fire Department Mobile Food Truck Checklist.
- 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 that complies with NFPA 701. Mobile or temporary cooking shall not take place within tents occupied by the public.
- Two-person medical detail will be provided by Margate Fire Department during operating hours for special events.
- One-person fire inspector/crowd manager detail will be provided by Margate Fire Department during operating hours. (Special events over 250 people)
- Fire lanes shall be maintained according to site plans if applicable. (20' wide x 13'-6" high)
- All carnival rides shall have a certified 2A-10BC fire extinguisher readily available.
- Fire Inspections will be conducted before the special event is set to open.



## TEMPORARY USE PERMIT (TUP) APPLICATION PROCESS

- All timeframes are approximate and dependent on the meeting schedule

