



TOWN OF KENNETH CITY

A SAFE, FRIENDLY SMALL TOWN

6000 54th Avenue N., Kenneth City, FL 33709
Phone: (727) 498-4898 | Fax: (727) 498-8841
town57@kennethcityfl.org | www.kennethcityfl.org

TEMPORARY USE PERMIT APPLICATION

What is a Temporary Use Permit?

A Temporary Use Permit allows for short-term events of various sizes to be held safely and without negative impacts to the community surrounding the Temporary Use space.

When is a Temporary Use Permit Required?

A Temporary Use Permit is required for anyone requesting to conduct a particular limited-term activity or event on private/public developed or undeveloped property within city limits that may potentially create disruption or be a nuisance to surrounding properties and/or the community.

What are the fees for a Temporary Use Permit?

Temporary Use Permit Type	Planning Staff Review Fee (40%)	Building Dept. Review Fee (20%)	Police Department Review Fee (20%)	Fire Department Review Fee (20%)	Total Permit Fee*
Major Commercial	\$120	\$60	\$60	\$60	\$300
Minor Commercial	\$60	\$30	\$30	\$30	\$150
Major Non-Profit	\$30	\$15	\$15	\$15	\$75
Minor Non-Profit	\$10	\$5	\$5	\$5	\$25

* If street closure is needed for a block party or event, off-site parking is substantial, or Town Staff indicates the need, an **off-duty police officer(s) (\$44 per officer/Hr.)** must be hired through the Town for assistance in event parking.

Temporary Permit Fees, as prescribed above, are required with the submittal of an application and can be made through cash or check, made out to the "Town of Kenneth City"

How are Temporary Uses Categorized as "Major" or "Minor"?

A typical "**Major**" Temporary Use would have the potential to cause negative impacts on traffic, noise, health, safety, and/or any other impacts the Town Manager deems to be appropriate for the Major Temporary Use level. "Major" Temporary Uses include, but are not limited to, the following: *live music, alcohol, large gatherings of people (e.g. fairs, carnivals, and festivals), closing of streets/redirecting traffic, projects taking place with direct access from arterial roads, sales or office trailers, construction yards, swap meets, and auctions.*

A typical "**Minor**" Temporary Use would not cause negative impacts on traffic, noise, health, safety, and/or any other impacts the Town Manager deems to be inappropriate at the Minor Temporary Use level. "Minor" Temporary Uses include, but are not limited to, the following: *sidewalk sales, flower sales, parking lot sales, outdoor displays, small gatherings of people, and projects not situated on arterial roadways.*

Please Note – For companies that operate within the Town of Kenneth City a valid Business Tax Receipt is required before a Temporary Use Permit may be submitted.

What is the process for a Temporary Use Permit?

An applicant must submit their completed application and any additional documents, including a detailed site plan, for a Temporary Use Permit no less than 30 days prior to the start of their temporary event/activity. Once submitted, the application is reviewed by Town Hall staff for any issues prior to circulating the application to the Town's Building Department, Police Department, and to the Pinellas Park Fire Department who provide fire services for the Town.

Town Staff uses a set of review criteria as a guide to approve or deny an application, however the protection of the health, safety and welfare of the community is at the core of the review process. Once the initial review process is complete, the departments involved in the review may approve, deny, or ask for clarification or additional details before making a final decision. All corrections must be re-reviewed prior to permit issuance.

Additionally, The Town Manager may establish additional conditions to ensure land use compatibility and to minimize potential adverse impacts on nearby uses, including, but not limited to, time and frequency of operation, temporary arrangements for parking and traffic circulation, requirements for screening or buffering, and guarantees for site restoration and cleanup following the temporary use. This Permit does not authorize the use of Town Parks, Rights-of-Way or other public property for special use without prior approval of the Town of Kenneth City and the Planning and Zoning Board.

Once a Temporary Use Permit is issued, the permit is valid for 90 days.

What are the Review Criteria for a Temporary Use Permit?

1. **Land Use Compatibility.** The temporary use must be compatible with the purpose and intent of this ordinance. The temporary use shall not impair the normal, safe and effective operation of a permanent use on the same site. The temporary use shall not endanger or be detrimental to the public health, safety or welfare, or injurious to property or improvements in the immediate vicinity of the temporary use, given the type of activity, its location on the site, and its relationship to parking and access points.
2. **Site Plan.** A site plan showing the location of where the use will take place. This shall include but not be limited to parking, fire lanes, restrooms and trash receptors. **Placement of any Temporary Use in a Fire Lane is prohibited.**
3. **Compliance with Other Regulations.** The temporary use shall conform in all respects to all other applicable Town regulations and standards.
4. **Restoration of Site.** Upon cessation of the event or use, the site shall be returned to its previous condition, including the removal of all trash, debris, signage, attention attracting devices or other evidence of the special event or use. The applicant shall be responsible for ensuring the restoration of the site.
5. **Hours of Operation and Duration.** The hours of operation and duration of the temporary use shall be consistent with the intent of the event or use and compatible with the surrounding land uses and shall be established by the Town Manager at the time of approval of the temporary use permit.
6. **Traffic Circulation.** The temporary use shall not cause undue traffic congestion or street closures given anticipated attendance. The capacity of adjacent streets, intersections and traffic controls shall not be affected.
7. **Off-street Parking.** Adequate off-street parking shall be provided for the temporary use, and it shall not create a parking shortage for any of the other existing uses on the site(s).
8. **Public Conveniences and Litter Control.** Adequate onsite restroom facilities and litter control may be required. The applicant shall provide a written guarantee that all litter generated by the event or use shall be removed at no expense to the Town.
9. **Appearance and Nuisances.** The temporary use shall be compatible in intensity, appearance and operation with surrounding land uses in the area, and it shall not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, dust, smoke, glare, spillover lighting, or other forms of environmental or visual pollution.
10. **Signs.** The Town Manager shall review all signage, although a sign permit is not required. The Town Manager may approve the temporary use of attention attracting devices.

What if a Temporary Use involves alcohol and/or food?

Alcohol - requires a caterer with a license, a non-profit entity who can qualify for a temporary State permit, or an existing licensee applying for a temporary extension.

An application from the State Division of Alcoholic Beverages for Non-Profit of Temporary Extension of Premises can be found at www.myfloridalicense.com/Dbpr/abt/licenses.html. The state requires the application at least two (2) weeks prior to the event date. Once approved, please provide a copy to the Town.

Depending on the level of Temporary Use, alcohol served in an outdoor area may require the use of an off-duty police officer(s) (\$44 per officer/Hr.), hired through the Town for assistance with event safety.

Food - All persons selling food must first obtain a health permit from the Pinellas County Health Department before a Temporary Use Permit will be issued.

Does the Town need to be listed as an insured party on my event's insurance?

If the Temporary Use is at the "Major" use level or the event takes place on Town Property, the Town must be an insured party on your insurance/surety bonding for the event. Evidence of the Town of Kenneth City as additionally insured is required prior to the event.

Are there other permits besides this one, that may be needed through the Town?

Permits through the Kenneth City building department, located at Kenneth City Town Hall, are required for the following items that may be included in your event: electrical lighting, electrical projects, generators, stages, elevated platforms, signs, tents, and other temporary structures.

What are the restroom requirements for my event?

Portable restrooms and hand-washing stations are required for special events in open venues without public restroom facilities, or in the event the expected attendance is greater than current recommended capacity for established restrooms. Please refer to the tables below. Note the event duration toilet requirements and what amount of toilets will need to be ADA accessible.

Toilet Requirements (events without alcohol)

Patrons	Male		Female	
	Toilets	Urinals	Toilets	Sinks
50-100	1	0	1	1
101-200	1	1	2	1
201-400	2	2	3	2
401-500	3	3	4	3

Toilet Requirements (events with alcohol)

Patrons	Male		Female	
	Toilets	Urinals	Toilets	Sinks
50-100	1	1	2	1
101-200	2	2	3	2
201-400	3	3	5	3
401-500	4	4	6	3

**ADA Toilet Requirements
(Combined Male/Female)**

1-6 Toilets	1
6-12 Toilets	2

**Bathroom Req. Based on Event
Duration**

Duration	Quantity Required
8< Hours	100% of Req.
6-8 Hours	80% of Req.
4-6 Hours	75% of Req.
<4 Hours	70% of Req.

APPLICANT / REPRESENTATIVE			
APPLICANT NAME:		DATE:	
BUSINESS/ORGANIZATION:			
ADDRESS:		PHONE:	

PROPERTY OWNER			
PROPERTY OWNER:			
BUSINESS/ORGANIZATION:			
ADDRESS:		PHONE:	

TEMPORARY USE INFORMATION

The intended use requested shall be in accordance with the Town of Kenneth City Zoning Ordinance.

<input type="checkbox"/> CONSTRUCTION	<input type="checkbox"/> BLOCK PARTY	<input type="checkbox"/> DUMPSTER	<input type="checkbox"/> FESTIVAL
<input type="checkbox"/> FUNDRAISER	<input type="checkbox"/> SALE STAND	<input type="checkbox"/> OTHER _____	

PROJECT/USE TITLE OR NAME:			
COMMERICAL OR NON-PROFIT?			
BUSINESS/ORGANIZATION:			
LEVEL OF TEMPORARY USE? (CIRCLE ONE):	MAJOR USE / MINOR USE / STAFF ASSISTANCE NEEDED (TBD)		
SITE ADDRESS:		CURRENT ZONING:	
DATES OF USE:		HOURS OF OPERATION:	
APPROX. NUMBER OF VISITORS TOTAL:		ATTENDANCE PER DAY:	
NUMBER OF STAFF/EMPLOYEES TOTAL:		STAFF/EMPL. PER DAY:	

ALCOHOL SERVED? ^{2,3}	YES / NO	LICENSE TYPE(S):		
FOOD SERVICE?	YES / NO	TENTS/CANOPIES USED (INCLUDE SIZE) ¹ :		
LIVE MUSIC?	YES / NO	IF YES, DURATION:	YES / NO	STAGE/ELEVATED PLATFORM? ¹
NUMBER OF GENERATORS ¹ :		WILL ANY ELECTRICAL LIGHTING BE USED? ¹	YES / NO	
ROAD CLOSURES REQUESTED? ³	YES / NO	IF YES, PLEASE SPECIFY:		
NUMBER OF TRASH RECEPTICLES:		NUMBER OF FIRE HYDRANTS ON-SITE:		
NUMBER OF BATHROOMS:	MALE:	FEMALE:	OTHER:	COMBINED:

PARKING DURING TEMPORARY USE

ON-SITE PARKING? (CIRCLE ONE) ³ :	YES / NO	ADEQUATE ON-SITE PARKING FOR GUESTS/STAFF	YES / NO
HOW MANY PARKING SPACES ARE AVAILABLE AT THE PROPOSED LOCATION?			

IF OFF-SITE PARKING UTILIZED, PLEASE LIST PROPERTIES INVOLVED AND ATTACH THEIR LETTERS OF AGREEMENT ³ :			
PARKING AGREEMENT PROPERTY OWNER 1	NAME:		
PROPERTY ADDRESS:		PHONE NUMBER:	
NUMBER OF AVAILABLE PARKING SPACES ON SITE:		SHARED PARKING? (CIRCLE ONE)	YES / NO
PARKING AGREEMENT PROPERTY OWNER 2	NAME:		
PROPERTY ADDRESS:		PHONE NUMBER:	
NUMBER OF AVAILABLE PARKING SPACES ON SITE:		SHARED PARKING? (CIRCLE ONE)	YES / NO
PARKING AGREEMENT PROPERTY OWNER 3	NAME:		
PROPERTY ADDRESS:		PHONE NUMBER:	
NUMBER OF AVAILABLE PARKING SPACES ON SITE:		SHARED PARKING? (CIRCLE ONE)	YES / NO

Another permit is needed¹

A permit through the State is Needed²

May require the use of an off-duty police officer(s)³

TEMPORARY USE ADDITIONAL DESCRIPTIONS

PROJECT DESCRIPTION (DESCRIBE BELOW):

NUMBER/TYPE OF BUILDINGS, VEHICLES, TRAILERS, TENTS, STAGE, ETC. TO BE USED (DESCRIBE BELOW):

Site Plan Guidelines

On the following page, please draw a site plan of your Temporary Use area with the information requested below to the best of your ability. Or, attach a separately produced site plan to the back of this application. All of the space on the next page does not have to be used. Please use whatever space is necessary to illustrate the following information.

- North Arrow
- Vicinity Map
- Existing Business(es)
- Location of Pedestrian Walkways
- Location of vehicular access points, driveways, emergency exits, and ADA paths (handicap access), van accessible parking located as close as possible to the access aisle/entrance for ADA accessibility
- Identify source(s) of electrical supply (if applicable)
- Lighting System (if lighting is proposed)
- Location of existing fire hydrants and fire extinguishers
- Location of all buildings, parking, generators, tents, canopies, compressed gasses (helium, etc.), cooking stations, food trucks, booths and dimensions between each
- Show all existing fire lanes on-site
- Location of bathrooms (including required ADA accessible bathroom(s))
- Locations of street closures and right-of-way use

For site plan assistance, aerials can be found using Pinellas County's GIS site at <http://new-pinellas-egis.opendata.arcgis.com/>

