



**TEMPORARY USE / OUTDOOR
SALES PERMIT APPLICATION**

This application is for those applicants who request to have a special event or outside sales of goods on private property per *Sec. 25-290 Temporary Uses of the Code of Ordinances (Attached)*. For those selling goods outside their normal place of business, the items sold must be goods that the applicant is authorized by its business tax receipt to sell and which are ordinarily offered for sale throughout the year – no outside vendors allowed.

Please type or print legibly (use blue or black ink). All blanks must be completed. Use N/A where not applicable.

Today's Date: _____

Property Owner's Name					
Property Address					
City		State		Zip	
Contact Phone		Fax Number			
Cell Phone		E-mail			

Petitioner's Name					
Mailing Address					
City		State		Zip	
Contact Phone		Fax Number			
Cell Phone		E-mail			

Agent's Name					
Mailing Address					
City		State		Zip	
Contact Phone		Fax Number			
Cell Phone		E-mail			

City of Leesburg Business Tax Registration #	
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Property is generally located:

Size of subject property		+/- Acres		+/- Sq. Feet
Existing Zoning				
Present use of property				

State the exact legal description of the property to be subdivided.
(Copy of Warranty Deed or Tax Receipt showing ownership must be submitted with application)

Section		Township		Range	
Alternate Key #					

The reason or basis for this temporary use/outdoor sales request:

The proposed sale items that will be sold on the subject property:

Proposed date(s) of the temporary use/outdoor sale:

(Use shall not be permitted for more than sixty (60) days within any one (1) calendar year)					

Any previous applications filed within last 12 months of subject property?		Yes		No	
If yes, describe nature of previous request:					

Activities and Logistics

Will there be musical entertainment?					Yes		No
If yes, what type?							
If yes:	Number of stages:		Number of Bands:				
Type of Music:							
Will there be sound amplified entertainment?					Yes		No
If yes, please indicate:	Start time		AM/PM		Finish time		AM/PM
Will there be live entertainment					Yes		No
Will sound checks be conducted prior to the event					Yes		No

If yes, please indicate:	Start time		AM/PM	Finish time		AM/PM
Will there be any inflatable, climbing walls, game tables, kid activities, hot air balloons, or similar devices?				Yes		No
If yes, please describe						

Will there be fireworks, rockets, or other pyrotechnics				Yes		No
If yes, please describe						

Will there be signs, banners, decorations, special lighting?				Yes		No
If yes, please describe						

Will there be any items sold?				Yes		No
If yes, please describe						

Will there be contracted concessionaires?				Yes		No
If yes, please describe						

How close are the nearest residences?						
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Will you need water hook-ups?				Yes		No
If yes, please describe						

Will you need electrical hook-ups?				Yes		No
If yes, please describe						

Will there be:						
Tents or canopies?			Yes		No	Size(s)
Open flames or cooking?			Yes		No	Explanation
Temporary fencing?			Yes		No	Explanation

Will there be:						
First aid locations?				Yes		No
Portable toilets?				Yes		No
Electrical services/generators? Event coordinator must provide (attach list of providers)				Yes		No

Carnival/amusements?		Yes		No
Spotlights?		Yes		No

Description of any other activities at the event:

Security (If Private)

Responsible person at event				
Home or business phone		Cell phone (required)		
Type of Private Security Personnel and Company Name				
Security company address				
Security company phone		Number of security personnel		
Will you be requesting off-duty Leesburg police officers?			Yes	No
If yes, how many?				
*If yes, be sure to complete the appropriate form, <u>Police Service Agreement</u> .				

(After reviewing the permit application, the City may **require** the use of increased security or off-duty officers)

Alcohol

Will there be alcohol?		Yes		No
Sold at the event?		Yes		No
Given away at the event?		Yes		No
Allowed to be brought into the event by attendees?		Yes		No
Included in ticket/admission price? *		Yes		No
*applies to charitable, civic, religious, fraternal, or political groups only.				
If you answered "Yes" to any of the above, a liquor license is required. Which type of license will be used for the event?				
Extension of Premises (attach copy of State of Florida application)				
Special Events (attach a copy of State of Florida application)				

If applying for a Special Event Liquor License, the following must be provided:	
Charity or Organization's Name	

501(c) (3) # (if applicable)			
<i>A letter from the charity or organization agreeing to participate as the agent for the special event liquor license is required and must accompany the original event application.</i>			
Name of Contact at Charity or Organization		Phone	
On-Site Agent Responsible for Liquor		Phone	
Is event within 500' of a church, town park, or school property line?		Yes	No
How will event attendees of legal drinking age (21) be identified?			

What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event?		Yes	No
Will those drinking be separated from those not drinking?		Yes	No
Will more than 50% of the gross revenues from the event be derived from alcohol sales?		Yes	No

A site plan showing locations of alcohol service areas, type and height of fencing, and security check areas must be provided and correspond to the description of the controls above.

Site Plan

Event Site Plan - Please include with this application a site plan of the event area indicating the location(s) of the following:	
Activity/Amusement areas	Merchandise/Food vendors
Barriers & Barricades	Open flames/cooking areas
Carnival/Amusement rides	Parking
Controlled access/admission areas	Portable toilets
Electrical services/Generators	Recycling container
Emergency access	Stage(s)/Amplified sound equipment
First aid stations	Temporary fencing
Handicap parking/access areas	Temporary water service
In / Out gates	Tents/Canopies
Liquor distribution/Control areas Transportation transfer areas	

Staff Use Only

Is the site located within any of the following areas?			
	Historic District	TDO or CDO Overlay Districts	CBD (Central Bus. Dist.)
	Greater Leesburg CRA	Carver Heights/Montclair CRA	27/441 CRA

PROPERTY OWNER & AGENT AFFIDAVIT*

DATE: _____

Before me, the undersigned authority personally appeared _____ (property owner's name), who being by me duly sworn on oath, deposes and says:

- 1. That said authority is the fee-simple owner of the property legally described in this application.
- 2. That said authority desires a TEMPORARY USE/OUTDOOR SALES PERMIT to allow:

- 3. That said authority (property owner) has appointed _____ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and, being by me duly sworn on oath, deposes and says:
 - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Leesburg, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Leesburg, Florida, and are not returnable.
 - B. That the submittal requirements for the application have been completed and attached hereto as part of the application.

***PROPERTY OWNER MUST SIGN AFFIDAVIT.
WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**

PROPERTY OWNERS' SIGNATURE

AGENT'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20_____, by _____.

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20_____, by _____.

Personally Known _____ OR Produced ID _____

Personally Known _____ OR Produced ID _____

Type of Identification
Produced _____

Type of Identification
Produced _____

Notary's Signature

Notary's Signature

NOTARY SEAL

NOTARY SEAL

Requirements:

Use this checklist to submit a completed application. All information listed below is required when applying for a TEMPORARY USE/OUTDOOR SALES PERMIT.

- 1) Filing Fee - \$120.00 (please make check payable to CITY OF LEESBURG).
- 2) Property Owner & Agent Affidavit
- 3) Warranty Deed or current year Tax Receipt showing who the current fee simple titleholders (property owners)
- 4) General Liability Insurance: A certificate of commercial general liability insurance **naming the City of Leesburg as an Additional Insured is required if the temporary use/outdoor sales event is at all held on any portion of public property**. The certificate must indicate the date, time, and location of the outdoor sale. The person/organization listed on the certificate must be the applicant. The commercial general liability policy shall be written on an occurrence basis including personal injury, property damage and products liability coverage's with limits of at least **\$1,000,000**. Higher limits may be required.
- 5) A Site Plan that includes:
 - a. The temporary use/outdoor sales area depicting the location of any applicable proposed stage, cooking areas, bathrooms, tables, displays and merchandise
 - b. Size and shape of the lot
 - c. North arrow, date and scale
 - d. General location and dimensions of all existing and proposed structures, their intended use, and setback distances from all property lines and roadways
 - e. Existing and proposed means of vehicle access to the property
 - f. Location of off-street parking and loading areas, showing the number of spaces and the dimensions of access aisles and driveways
- 6) A temporary use/outdoor sale may not reduce the amount of required parking for your place of business as required by the Schedule of Vehicular Parking Space Requirements in Section 25-361 of the City of Leesburg Code of Ordinances.
- 7) Any proposed tents larger than 120 square feet require a City of Leesburg Building Permit, along with an inspection and approval of the City of Leesburg Fire Marshal.

The signature below certifies that I have read and understand the permit application, checklist, procedures and attachments contained herein, and that this application is submitted in accordance with the checklist, procedures and attachments for the application requested.		
Print Name	Applicant's Signature	Date