



CITY OF CLERMONT
Temporary Structure Permit,
Special Event or Open Air Sales Permit
Application

PROJECT or BUSINESS NAME (if applicable): _____

APPLICANT & CONTACT PERSON: _____

Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
E-Mail: _____

OWNER: _____

Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Type of Structure & Size (tent, etc): _____

Proposed location of structure, Event or Open Air Sale (attached site plan, map, aerial, etc. as needed to demonstrate proposal): _____

Description of operation or event (attach additional information as necessary): _____

Date(s) for which permit is requested: _____

Hours of operation: _____

I /we, the undersigned property owner / applicant, do hereby state that I /we have ready the City of Clermont's regulations for Temporary Structure Permits and will abide by these regulations. By signing below said property owner understands that should the temporary structure not be erected and removed by the dated specified above, subsequent requests for a Temporary Structure Permit may be denied.

Applicant Name (print) X Applicant Name (signature)

Owner Name (print) X Owner Name (signature)

NOTE: The desired dates requested for the Temporary Structure or Event Permit must extend from the date the structure is proposed to be erected through the date the structure is proposed to be removed. Temporary Structure Permits for more than 10 days or for more than one (1) time/year, must be scheduled on the agenda and requested of the Clermont City Council, and shall be considered at a public meeting.

Approved by the City of Clermont Date

02/02/2015

Instructions and Land Development Code Information

The following should be included with the application:

- A site plan drawn to scale must be submitted. The site plan should indicate the proposed location of the temporary structure, any operations associated with the event, and the location of all existing structures and parking areas. Additional parking may be required.
- Approved application and site plan must be submitted to the Planning & Zoning Department at least two (2) weeks prior to the event. If City Council approval is needed, at least one additional week may be required.
- All sidewalks and driveways must remain clear at all times, unless approved by the City of Clermont as part of the event.
- The structure or tent must meet fire code requirements. ***A certificate of flame resistance for the tent to be used must accompany this application.***
- Any other structures or operations must meet applicable codes as established by the federal, state or local government. All federal, state and other applicable regulatory agencies rules must be adhered to.
- If any electrical connections are required, a temporary hookup from the appropriate electric service provider will be required.
- Only one (1) temporary structure permit for a tent is permitted for a parcel per calendar year. Maximum time allowed is for ten (10) days. Any additional times/tents must be scheduled for and approved by the City Council. In addition, only one permit may be issue for up to 30 days strictly for Christmas Tree sales (see “Note” on application).
- Only two (2) Open Air Sales Permits are permitted for a parcel per calendar year. Maximum time allowed is for 30 days. The City Manager may grant further approvals.

City of Clermont – Land Development Code:

Sec.122-347Open air sales

- (a) *Generally; issuance of permit by City Manager or designee.* All retail or wholesale sales must be located within a completely enclosed building, unless an open air sales permit has been issued. The City Manager or designee may issue an open air sales permit using the following criteria:
- (1) *Number and duration of permits.* Two non-consecutive permits per calendar year may be issued for a maximum of 30 consecutive days.
 - (2) *Application for permit.* A written request must be submitted setting forth the name and address of the applicant, the location of the proposed operation, a description of the proposed operation, the number of days for which the permit is desired and the property owner's permission, if applicable.
 - (3) *Sign.* One two-sided sign, a maximum of eight square feet in size, shall be allowed and shall be set back a minimum of ten feet from all property lines.
 - (4) *Exceptions.*
 - a. Open storage for the sale of automobiles, farming implements, trailers, boats and gasoline is exempt from this Section.

- b. Open air sales permits for greater than 30 days or up to two non-consecutive times per year may be issued in the Central Business District and for shopping centers in C-1 Light Commercial Districts and C-2 General Commercial Districts if the open air sales are directly related to the established business on the subject site.
 - c. Single use/lot businesses located on State Road 50 between East Avenue and Linton Court that have existing open air sales that have existed for more than five years prior to the adoption of this Section shall be considered non-conforming and may continue such open air sales unless or until required parking is inhibited or access to the site becomes limited or the open-air sales use of the property is abandoned as provided by Code.
- (b) *Permits for period greater than 30 days.*
- (1) Open-air sales permits in C-1 Light Commercial Districts and C-2 General Commercial Districts for a period greater than 30 days or up to two non-consecutive times per year may be approved by the City Manager or designee upon a showing that such use shall not be detrimental to the health, safety or general welfare of persons residing or working in the vicinity.
 - (2) Such permit may be granted upon a showing by the permittee that the activity shall be confined to a specific parcel of property not otherwise utilized; that the activity shall be a minimum of 100 feet from State Road 50; and that no other open air sales permit has been granted by the City Council within one mile, except for open-air sales permits in conjunction with an established retail establishment.
 - (3) Signs for open-air sales are limited to one two-sided sign of a maximum of eight square feet per side.

Sec. 122-348. Temporary structures.

- (a) *Permit required; issuance; restrictions.* All temporary structures, including tents or canopies, shall be required to obtain a temporary structure permit prior to erection or placement of the structure. The following restrictions shall apply:
 - (1) One permit per calendar year for a maximum of ten (10) days may be issued through the office of the City Manager or designee. Multi-unit developments shall only be allowed one permit per year for the development, not one per unit.
 - (2) More than one permit per year or permits for more than ten (10) days must be requested of the City Council and shall be considered during a public hearing.
 - (3) One permit per calendar year for a maximum of 30 days may be issued for Christmas tree sales. Such permit may include a maximum of two (2) signs or banners for advertising placed on the site in accordance with the Land Development Code. Maximum sign size shall be 32 square feet.
 - (4) The temporary structure and signage must be removed upon expiration or revocation of the permit.
- (b) *Exemptions.* Funeral tents and camping tents are exempt from the frequency requirement, but shall not remain up for more than three days.
- (c) *Revocation of permit.* Temporary structure permits may be revoked if it is determined that such action would be in the best interest of the general public.
- (d) *Existing temporary structures.* Existing temporary structures as of the date of the adoption of the ordinance from which this land development code is derived shall be given a maximum of 180 days for removal.

(Ord. No. 2010-05-C3/23/2010)

DO NOT include these instructions with your application

<p>City of Clermont Planning & Zoning Department 685 W. Montrose St. P.O. Box 120219 Clermont, FL. 34712-021 9 (352) 394-4083 Fax: (352) 394-3542</p>

02/02/2015

