



## REQUIRED INFORMATION (IF APPROPRIATE)

1. *Farmers' Market.* A site plan or sketch drawn to scale (1"=20' to 1"=50') depicting location and layout of proposed farmers' market with adequate ingress and egress for parking, size of temporary structures (pop-up tents), and list of products to be sold at the market.
2. *Temporary Construction-Related Structure or Storage Facility.* A site plan or sketch drawn to scale (1"=20' to 1"=50') depicting location of proposed construction-related structures or storage facility.
3. *Temporary Factory-Fabricated Portable Building.* A site plan or sketch drawn to scale (1"=20' to 1"=50') depicting location of proposed portable building. Any improvement that may change the drainage patterns on the property may require submittal of additional information, which may include a site drainage plan and/or calculations.
4. *Temporary Model Sales Home/Unit.* A site plan or sketch drawn to scale (1"=20' to 1"=50') depicting location of proposed model sales home / unit, layout of parking lot with adequate off-street parking for the sales / leasing office portion of the building, and other site improvements such as additions, accessory buildings, walls, fences, pools, decks, screen structures, driveways, paved or improved areas, HVAC equipment, generators, etc Any improvement that may change the drainage patterns on the property may require submittal of additional information, which may include a site drainage plan and/or calculations.
5. *Other Temporary Uses or Structures.* A site plan or sketch drawn to scale (1"=20' to 1"=50') depicting location of temporary uses or structures. Any improvement that may change the drainage patterns on the property may require submittal of additional information, which may include a site drainage plan and/or calculations.
6. Completed AE/AO Special Flood Hazard Certificate for new construction and substantial improvements of elevated buildings that include fully enclosed areas formed by foundation and other exterior walls below base flood elevation, if project is within the AE or AO special flood hazard areas.
7. Completed V Zone Building Design and Performance Certificate if required for new construction, substantial improvements, and substantially damaged structures in Coastal High Hazard Area (V Zone).
8. Tree Removal/Relocation Permit Application, if required.
9. Indian River County Fire Prevention Plan Review and Permit Application, if required. [A separate application fee may be required by the IRC Fire Prevention.]
10. State, county, or City right-of-way permit applications, if required.

## APPROVAL CRITERIA

### SECTION 64.12 (b) Approval Criteria

If Section 64.44 requires a Temporary Use Permit and the proposed use or structure meets applicable standards Section 64.43 and in Section 64.45, the planning director may approve or conditionally approve the issuance of a temporary use permit, unless one of the following circumstances exist:

1. The applicant has made a material misrepresentation in the application.
2. The applicant has not complied with the planning and development department's request for further information.
3. The proposed temporary use will substantially disrupt the peace and quiet within any area of the city.
4. The proposed temporary use will have a substantial negative impact upon traffic within any area of the city.
5. The proposed temporary use will have a material negative impact upon neighboring properties.
6. The proposed special event temporary use will create a safety hazard.

### **Sec. 64.43. General Standards for All Temporary Uses and Structures.**

Unless otherwise specified in this Code (see Sec. 64.45), any temporary use or structure shall:

- (a) Obtain a Temporary Use Permit (if required) and any other applicable City, county, or State permits;
- (b) Not be detrimental to property or improvements in the surrounding area or to the public health, safety, or general welfare;
- (c) Be compatible with the principal uses taking place on the site;
- (d) Not have substantial adverse effects or noise impacts on any adjoining permanent uses or nearby residential neighborhoods;
- (e) Not include permanent alterations to the site;
- (f) Meet all the setback requirements of the zoning districts;
- (g) Comply with temporary signage standards in Chapter 38, Article I, Signs;
- (h) Not maintain temporary signs associated with the temporary use or structure after the activity ends;
- (i) Not violate the applicable conditions of approval that apply to a site or a use on the site;
- (j) Not interfere with the normal operations of any permanent use located on the property; and
- (k) Be located on a site containing sufficient land area to allow the temporary use, structure, or special event to occur and accommodate associated pedestrian, parking, traffic movement without disturbing environmentally sensitive lands.

### **SECTION 64.12 (d) & (e) Revocation of Permit**

*Revocation of permit.* The planning director for any of the following reasons may revoke a temporary use permit:

1. A material false statement contained in the application;
2. Failure to comply with federal, state, or municipal laws and regulations;
3. Failure to comply with the limitations and conditions imposed by the city on the issuance of the special event permit; or
4. Conducting the special event in such a manner as to create a public nuisance.

*Appeal of revocation or permit denial.* Notwithstanding section 64.04, any appeal of the planning director's decision to revoke or deny a temporary use permit shall be to the city manager pursuant to section 2-203 of this Code.