



Town of St. Leo

P.O. Box 2479, 34544 County Road 52
Saint Leo, Florida 33574

Phone: 352-588-2622

Fax: 352-588-3010

TownClerk@TownofStLeo.org

www.TownofStLeo.org

Temporary Use Permit Application

DATE SUBMITTED _____

All applications are to be filled out completely and correctly, and submitted in person (no fax or deliveries) to the Town Clerk by the scheduled deadline date. The applicant, by filing this application agrees he/she will comply with all requirements of the Town of St. Leo Land Development Code (LDC).

IT IS INCUMBANT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE OR INCORRECT INFORMATION MAY INVALIDATE THE APPROVAL.

Applicant (title holder[s]) _____

Applicant's Address _____

Phone _____ Fax _____ Email _____

Property Address _____

Zoning District for proposed Temporary Use (circle one) Agricultural Business Institutional

Description of proposed event (including dates and times) _____

SUBMITTAL REQUIRMENTS:

1. If the property is owned by someone other than the applicant, an affidavit from the property owner authorizing the applicant to utilize the property for the proposed temporary use and its duration of time must be included with the application.
2. Include a site plan or scaled dimensioned drawing of the total area to be utilized for the temporary use, including setbacks from all streets and property boundaries, parking and any additional information deemed necessary to adequately review the temporary use permit application (see LDC Section 10.13 attached).
3. It is the responsibility of the applicant to obtain all other permits and licenses required for the operation of the temporary use, for example, building permit, fire permit and inspection, business tax license or sign permit. These permits must be submitted to the Town Clerk prior to the issuance of the Temporary Use permit.

FEE: The applicant will be billed a \$50.00 application fee and for the actual expenses related to the Town of St. Leo's Attorney, Planning Consultant and other Town of St. Leo staff review of the application. This may include, but is not limited to: cost of public notices, time spent reviewing the application for completeness, site inspection(s), preparing a report to the Town Commission, telephone conversations and/or written correspondence to the applicant and others, attending any meetings with the applicant and attending public hearings. The Town Commission may request an advanced partial payment based on an estimate of the Planning Consultant and Attorney fees and expenses.

Signature of Applicant _____

Date \$50.00 Application Fee Paid _____ Associated Fee Total \$ _____ Date Associated Fees Paid _____

St. Leo Signature of Approval _____ Date _____