



## TEMPORARY USE PERMIT APPLICATION

Temporary uses for any given location shall be limited to a total six permitted events per calendar year of not more two days each. A single longer duration event of up to a total of 14 consecutive days may be approved as a special exception pursuant to Land Development Code [section 50-9.15.0](#). Notwithstanding the above, for any given location, events involving primarily entertainment enhanced by amplified sound shall be limited to three single day events per year.

Temporary use permits are approved and issued by the planning official. A complete application for temporary use permit shall be submitted a minimum of **20 days before the event**. Event promoters are encouraged to contact the planning department for a preapplication conference not less than 45 days before such event.

**Date of Application:** \_\_\_\_\_ **Application Fee:** \_\_\_\_\_

**Sponsor of Event:** \_\_\_\_\_

**Event Coordinator's Cell Phone Number:** \_\_\_\_\_

**Property Owner's Name(s):** \_\_\_\_\_

**Primary Parcel ID Number:** \_\_\_\_\_

**Land Use Designation:** \_\_\_ AG-20 \_\_\_ AG-5 \_\_\_ Interchange Business

**Property Owner's Phone Number:** \_\_\_\_\_

**Property Owners Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

## EVENT LOCATION INFORMATION

**Date(s) of Proposed Activity:** \_\_\_\_\_

**Hours of Operation:** \_\_\_\_\_

Hours of operation for events shall be from 8:00 a.m. to 30 minutes after sunset, unless special exception approval for a nighttime event is provided by the Jefferson County Board of County Commissioners, in which case all amplified sound shall cease no later than 10:00 p.m.

**Physical (911) Address of Property:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Proposed Temporary Use/Activities:**

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# LOGISTICS OF EVENT

Items to be addressed and provided for during the event: Answer yes or no; if yes, explain how it will be handled and provide confirmation by copy of letter/statement of agreement, copy of license (if required), etc.

**Anticipated Number of Attendees:** \_\_\_\_\_

A. **Security and/or Traffic Control: Two off-duty law enforcement officers shall be required for ALL events.** For events expecting over 500 attendees, a security plan shall be submitted and approved by the sheriff's office. Traffic control shall provide safe ingress and egress from the site, at least one parking space for every four persons, and for safe pedestrian travel from the parking areas to the areas designated for activities and/or performances.

a. **Law Enforcement Agency and/or Security Agency Contracted for Event:**

\_\_\_\_\_

B. **Health/Sanitation Provisions:**

a. **Potable Water:** Available?  YES  NO

i. Method? \_\_\_\_\_

b. **Sanitary Sewer:** Available?  YES  NO

i. Method? \_\_\_\_\_

c. **Food:** Available?  YES  NO

i. Food Sales?  YES  NO

ii. Provider: \_\_\_\_\_

iii. Vendor License Number: \_\_\_\_\_

iv. Additional Vendors See Attached

d. **Alcoholic Beverages:** Available?  YES  NO

i. Alcohol Sales?  YES  NO

ii. Provider: \_\_\_\_\_

iii. Vendor License Number: \_\_\_\_\_

iv. Additional Vendors See Attached

e. **Living Accommodations:** Available?  YES  NO

i. Providers of living accommodations for compensation, including camping, shall provide to the county evidence of payment of applicable local bed taxes in the form of the provider's latest tax report.

C. **Explain any Special provisions regarding control of Sound and/or Light during the activities:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REQUIRED DOCUMENTATION

- Site Plan for the Event**
  - Plan **MUST** show the location of all features and facilities required by this section, including without limitation, the area where activities and performances are to be located; ingress, egress, pedestrian and traffic control, and parking facilities (both on and off site); the location of areas for camping, restrooms and sanitary facilities, food vending, security, lost and found, and medical facilities (if any).
- Proof of Ownership (attach a copy of the Warranty Deed)**
- Proof of \$1,000,000 Liability Insurance**
- Proof of Publication of Notice**
- Copy of Applicants Latest Sales Tax Payment Report**
  - **Food**
  - **Alcoholic Beverages**
  - **Local Bed Taxes**
- Written Confirmation of Notification of Event & Location**
  - **Jefferson County Sheriff's Department**
  - **Jefferson County Fire & Rescue Department**

# ACKNOWLEDGMENT OF NOISE

**Initial below in acknowledgment of the Noise Level Rules and Regulations:**

\_\_\_\_\_ Noise levels are to be measured at the property line of where the event is being held closest to the nearest public or private road right-of-way, provided however, that in the event of a complaint, noise level shall be measured at the property line closest to the property of the complaining party.

\_\_\_\_\_ No noise over 65 decibels dB(A) measured as required herein shall be allowed at any time.

\_\_\_\_\_ Control of noise generated by performers, patrons or attendees shall be the responsibility of the event permit holder and the owner.

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

# NOTORIZATION OF APPLICATION

The undersigned fully understand(s) that this approval is for a one-time event on the date(s) listed and all subsequent events to occur at the above location will be required to submit a new Temporary Use Permit in accordance with the Jefferson County Land Development Code (LDC) for each individual event (total number of events within any given calendar year shall be strictly limited as provided in Land Development Code Section 50-9.14.3.)". Further, the undersigned fully understand that both the permittee(s) and the owner(s) are responsible for conducting the event in full compliance with the Jefferson County Land Development Code and with any special conditions of the temporary use permit, and that failure to conduct a compliant event may result in the imposition of penalties as provided pursuant to Code of Ordinances section 1-8 and F.S. § 125.69, and/or Code of Ordinances chapter 21.

State of Florida  
County of Jefferson

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
by \_\_\_\_\_ who is personally known to me and did not take an oath.

\_\_\_\_\_  
Signature of Notary/Deputy Clerk

\_\_\_\_\_  
Type or Print Name

(Seal)

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Applicant Signature  
Date: \_\_\_\_\_

\_\_\_\_\_  
Approving Planning Official

Date: \_\_\_\_\_

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*This Notice of Event MUST be published in a newspaper of general circulation not later than 10 days before the event.*

Notice of Event for publication in the Monticello News and/or Jefferson County Journal on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

## NOTICE OF EVENT

\_\_\_\_\_ located within the Jefferson County, Florida county limits will be hosting an Event on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.

This event is a  PUBLIC  PRIVATE event coordinated by\_\_\_\_\_.

Information regarding the Temporary Use Permit for this Event is available at the Jefferson County Planning Department, 445 W. Palmer Mill Road, Monticello, FL. 32344, Telephone 850-342-0223. From the "Jefferson County, Florida – Code of Ordinances", Chapter 50 – Land Development Code, Section 50-9.14.3, paragraph a (7): Prior to the event, the applicant/permittee shall provide proof of publication of notice of the event in the form provided by the county published in a newspaper of general circulation not later than ten days before the event.