



# CITY OF LARGO

Community Development Department  
Planning Division | 727-587-6749 Ext. 7301  
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|--------------------------------|
| For Planning Division Use Only |
| Date:                          |
| Reviewer:                      |
| BTR:                           |
| Fee:                           |
| <b>PROJECT NUMBER:</b>         |

## TEMPORARY EVENT

### EVENT INFORMATION

Title of Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Purpose of Event: (check one) Outdoor Season Sales Roadside Vendor On-site Promotional Event Special Event

Indoor Outdoor check one or both, Expected Attendance: \_\_\_\_\_

Set-up Date(s): \_\_\_\_\_ Event Date(s): \_\_\_\_\_ Set-up Time: \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Street Closure Tent(s)  Alcohol License Extension of Premises  Animals

Grand Opening Banner/Promotional Sign (Additional \$50, separate not application required)

Sanitary Facilities Inflatable/Sign Waver Fireworks Display

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Day of Event Contact Person: \_\_\_\_\_ (must be on-site)

Phone number of event contact person: \_\_\_\_\_

## EVENT LOGISTICS

Please identify locations on attached site map

Planned event activities:

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Vendors (must be registered with the City of Largo:

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Entertainment (detail type; example, bands, DJ, dancers, etc):

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Will alcohol be available? If so, please detail type and location(s) of service:

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Event equipment: (tents, booths, canopies, stage/platforms, etc. Please include size and quantity)

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Sound system and hours of amplified sound:

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**TEMPORARY EVENTS, INCLUDING TENT SALES AND OTHER EXTENSION OF PREMISE**

**PERMITS**

The purpose of a temporary event permit is to allow certain reasonable temporary events while minimizing adverse impact upon the public health and welfare by ensuring that temporary events do not obstruct traffic circulation, create a nuisance upon adjacent uses, or interfere with the use and enjoyment of a site by a properly licensed business. The fee is \$75.00 for each temporary event.

**PLEASE ALLOW (10) TEN WORKING DAYS FOR PROCESSING.**

**CHECKLIST**

- Letter of authorization from the property owner.
- Site plan depicting buildings, parking, tents, booths, tables, inflatables and signs.
- Each tent over 900 sq. ft. shall pay a fee of \$50.00 and is required to complete a fire inspection. Any tent that is to be used for fireworks sales is required to complete a fire inspection as well as pay a \$50.00 fee per tent.
- Zoning form for extension of premises for ABT liquor license, if applicable. There is a \$75.00 fee for sign off of zoning form.
- Attached Sign Permit application, if applicable. The fee is \$50.00 per sign.

**Application Certification (required):**

I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge, information and belief. I agree to comply with all applicable statutes, county and municipal ordinances, and the general instructions stated in this application and any special conditions issued by the City of Largo (City) in connection with its approval of the Temporary Event(s) contemplated herein. I further understand that failure to comply with any of the provisions specified herein, or the unauthorized modifications of any Temporary Event parameter, may result in immediate revocation of the Temporary Event Permit issued hereunder, and as a result of such revocation, immediate cancellation of any Temporary Event(s) contemplated herein.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**GUIDELINES: Per the Largo Comprehensive Development Code (CDC):**

1. Temporary Events shall be subject to the following time limitations for each property:

| <b>Temporary Event</b>     | <b>Maximum Allowable Time Period for Each Separate Use (per site per calendar year or absolute time limitation, as applicable)</b> |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Outdoor seasonal sales     | 45 consecutive days per sale, not to exceed 90 days total per calendar year                                                        |
| Roadside vendors           | 15 consecutive days per sale, maximum of 45 days total per calendar year                                                           |
| On-site promotional events | 15 consecutive days per event, maximum of 45 days total per calendar year                                                          |
| Special events             | 7 consecutive days per event, not to exceed 45 days total per calendar year                                                        |

2. Approval from the property management is required for events to be located within properties with multiple tenants. The approval must include a statement that the property management will be responsible for notifying all tenants and responding to any complaints.
3. Approval must be obtained from the Community Development Department, Fire Marshall, Police Department, and Solid Waste Division (if applicable).

**Required Submissions:**

1. Site plan depicting the location and details of the event and also showing the total number of existing parking spaces on the site, the existing tenant mix, and total square footage of the property must be provided.
2. Applicant must contact the Fire Marshall to determine the required submissions for the particular event (i.e., location of electrical connections, tent specifications, etc.)

**The Following Standards Shall Apply:**

1. Temporary events shall conform with the uses allowed within the Future Land Use designation of the property where the event is permitted.
2. Properties must be in full compliance with all applicable Development Orders.
3. No more than 20% of the total required parking spaces may be obstructed during the event.
4. The location of restroom facilities to serve the event must be depicted on the site plan.
5. Traffic circulation and the sight triangle must not be obstructed. Any changes to the traffic circulation pattern must be clearly depicted on the site plan.
6. Stormwater flow shall not be obstructed unless approved by the City Engineer.
7. Signs for the event must comply with the standards of this Code.
8. The event must comply with setback standards for the property.
9. The event must not violate any provisions of the City Code of Ordinances.
10. If applicable, the applicant shall have an active vendor’s license and the property on which the event will occur shall have active business tax receipt.
11. The event shall not generate public nuisances such as noise, electrical interference, fumes, excessive trash, or hazards.
12. No noise shall be created or permitted to be created in an industrial or commercial zone which exceeds those levels given in Table 1, as measured on the adjacent property line.

**Table 1**  
Maximum Noise Levels Permitted in Industrial and Commercial Zone

| <b>Zone from which noise emanates</b> | <b>Adjoining Commercial Zone</b> | <b>Adjoining residential zone (7am-6pm Monday through Saturday)</b> |
|---------------------------------------|----------------------------------|---------------------------------------------------------------------|
| Industrial                            | 72 dBA                           | 66 dBA                                                              |
| Commercial                            | 66 dBA                           | 60 dBA                                                              |

The maximum permitted noise level emanating from a commercially or industrially zoned district, measured at the nearest adjacent residential zoned property line for the hours between 6pm and 7am, Monday through Saturday and during all hours of Sunday, shall be 55dBA.