



City of Pompano Beach
Department of Development Services
Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060
Phone: 954.786.4679 Fax: 954.786.4666

Major Temporary Use Permit Checklist

Zoning Board of Appeals: Major Temporary Use Permit

DEADLINE:

- Initial submission and fee must be received by 5:00 PM on the day of the deadline.
- Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines.
- To ensure quality submittal, this project will only be added to the ZBA Agenda when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the deadline, the application will be rejected via email.

Application Review Process:

Application Type	Step 1	Step 2	Step 3	Step 4
Major Temporary Use Permit	Pre-Application Meeting (Required**)	Zoning Board of Appeals Review	Development Order from the ZBA	

***Applicant must make an appointment with a Senior Planner to submit application at least 48 hours (2 business days) prior to deadline for filing by calling (954) 786-4667.*

DIGITAL SUBMISSION: The following digital documents are to be submitted in Camino:

DIGITAL	<input type="checkbox"/>	The fee and application pages*.
	<input type="checkbox"/>	Written Narrative with list of each Review Standard and a point-by-point response to each (pg. 2). Narratives must be on letterhead, dated, and with author signature.
	<input type="checkbox"/>	Current survey (<i>Surveys to be recent and must show all improvements on the property and legal description</i>).
	<input type="checkbox"/>	Legal Description of property (in Word/text format).
	<input type="checkbox"/>	Conceptual Site Plan demonstrating the request.
	<input type="checkbox"/>	(Optional) Documents, photographs, and other evidence.

**Updated copies of the application, proof of ownership, or narrative may be required if information has changed (i.e.: if the property ownership changes, the owner's certificate and application will need to be revised with the City's file.)*



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155.2412. TEMPORARY USE PERMIT (Major)

(Below is a summary of Section 155.2412. For the complete language, please refer to the Zoning Code)

REVIEW STANDARDS

(Each standard MUST be addressed in writing)

A Temporary Use Permit shall be approved only on a finding that the temporary use, as proposed:

- a. Is on its face temporary in nature;
- b. Is in harmony with the spirit and intent of this Code;
- c. Is not detrimental to property or improvements in the surrounding area, or to the public health, safety, or general welfare;
- d. Does not have substantial adverse effects or noise impacts on any adjoining permanent uses or nearby residential neighborhoods;
- e. Is compatible with any principal uses on the site;
- f. Is located on a site containing sufficient land area to allow the temporary use and associated structures, and accommodate any associated parking and traffic movement, without disturbing environmentally sensitive lands; and
- g. Complies with all applicable use-specific standards in Section 155.4403;

Certain Temporary Uses also have Use-Specific Standards set forth in Part 4 (Temporary Uses and Structures) of Article 4: Use Standards.

PROCEDURE

1. Pre-Application Meeting with Senior Planner.
2. Recommendation by the Development Service Director.
3. Final decision by the Zoning Board of Appeals, following a quasi-judicial public hearing.