



TEMPORARY USE PERMIT APPLICATION

Date Received:	File #: TU-
Application Fee: ___ Residential \$100.00 ___ Commercial \$250.00	

Type of Temporary Use:

<input type="checkbox"/> Temporary Storage Container	<input type="checkbox"/> Seasonal agricultural sale
<input type="checkbox"/> Temporary Construction office/sales center	<input type="checkbox"/> Other _____

Application and all pertinent required data (listed below) MUST be submitted with this application

<input type="checkbox"/> ORIGINAL application with Signed & Notarized Temporary Use Permit Application and/or Affidavit Authorization for Agent (if applicable)	<input type="checkbox"/> A copy of the deed or other evidence of ownership / or affidavit from property owner
<input type="checkbox"/> Scaled Site Plan (and/or survey, as determined by the Zoning Official) with the following: <ul style="list-style-type: none"> • The location of ALL existing structures • Indicate the area of the property where any proposed temporary structures or activities are to be located. 	<input type="checkbox"/> Copy of Local Business Tax Receipt (if applicable)
	<input type="checkbox"/> Scaled Floor Plan (if applicable) – if the proposed use is within a building, show the interior location of the activity within the existing floor plan.

This application, with all required supplemental data and information, must be completed in accordance with the specific instructions in the application, and returned to the Zoning & Code Enforcement Division before same will be advertised for a hearing.

All requests must include a proposed 'to scale' site plan, with setback information including location of any temporary structures requested, as well as the location of existing structures. Additionally, a legal description and physical address of the property subject to the request, as well as copies of any contractual agreements must be attached. A specific time MUST be included in the request.

1. Applicant

Name:					
Address:	City:	State:	Zip:		
Phone:	Email address				

2. Owner(s) of Record Check if same as applicant

Name:					
Address:	City:	State:	Zip:		
Phone:	Email address				

3. Business Name (if applicable)

Name:					
Address:	City:	State:	Zip:		
Phone:	Email address				

4. Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)					
Name:					
Address:		City:		State:	
Phone:			Email address		
5. Property Information					
Address (street name):					
Parcel ID /Account #	Lot #	Block#	Section	Short Legal Description	
6. Are there any contractual agreements?			<input type="checkbox"/> Yes, if yes include a copy <input type="checkbox"/> NO		
7. Do you currently have a City of Punta Gorda Local Business Tax Receipt?				<input type="checkbox"/> Yes <input type="checkbox"/> NO	
8. Date request to begin:				9. Date request will end:	
10. Will this temporary use request affect neighboring properties? <input type="checkbox"/> Yes, (explain below) <input type="checkbox"/> NO					
11. What are the hours of operation? (if applicable)					
	Date	Opening Time	Closing Time	Notes	
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
12. Exterior Lighting – Type & Location Planned			13. What are the parking accommodations?		
14. Is this request being made due to a Notice of Violation?			<input type="checkbox"/> Yes, (explain below) <input type="checkbox"/> NO		
13a. Is this notice of violation received for this use or structure?			<input type="checkbox"/> Yes, (explain below) <input type="checkbox"/> NO		
<small>(NOTE- if this is a second violation, your request will be denied)</small>					
15. Explain in detail the reason/purpose for this request					

I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised, and that I am authorized to sign the application by the owner or owners.

By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Zoning Official and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property relative to this application.

AFFIDAVIT

Signature of Owner or Authorized Agent

Print Name & Title

Date

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of ____, 20___, by _____, who is personally known to me or who has produced _____ as identification and who did not take an oath.

Notary Public, State of Florida

My commission Expires

(Seal)

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We _____, property owner(s), hereby authorize _____ to act as **Agent** on our behalf regarding a TEMPORARY USE PERMIT APPLICATION on the property commonly known as _____ in Punta Gorda, Florida.

Signature of Property Owner

Print Name of Property Owner

Date

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of ____, 20___, by _____, who is personally known to me or who has produced _____ as identification and who did not take an oath.

Notary Public, State of Florida

My commission Expires

(Seal)

Zoning use Only: Approved Denied

Comments/Conditions of approval: _____

Zoning Approval

Date

CITY OF PUNTA GORDA

RESOLUTION NO. 3797-2024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PUNTA GORDA, FLORIDA, AUTHORIZING THE GRANTING OF TEMPORARY USE PERMITS FOR THE OCCUPANCY OF RECREATIONAL VEHICLES AND TEMPORARY MOBILE HOMES BY PERSONS DISPLACED BY THE REPAIR AND REHABILITATION OF EXISTING RESIDENTIAL STRUCTURES MADE UNINHABITABLE DUE TO DAMAGE CAUSED BY HURRICANES HELENE OR MILTON; PROVIDING FOR THE WAIVER OF APPLICATION FEES; PROVIDING FOR TERMS AND CONDITIONS OF GRANTED TEMPORARY USE PERMITS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Hurricane Helene has caused damage to numerous residential structures rendering them uninhabitable until adequate repairs and rehabilitation have been completed; and

WHEREAS, Hurricane Milton has the potential to similarly render residential structures uninhabitable until adequate repairs and rehabilitation have been completed; and

WHEREAS, as a consequence of hurricane damage, permanent residents and long-term lessees of structures rendered uninhabitable may be displaced until adequate repairs and rehabilitation have been completed; and

WHEREAS, it is recognized that there may be a shortage of temporary residential options for permanent residents and long-term lessees displaced as a consequence of hurricane damage; and

WHEREAS, Chapter 26, Land Development Regulations, Punta Gorda Code prohibits the occupancy of recreational vehicles ("RVs") and temporary mobile homes within the City's residential zoning districts; and

WHEREAS, notwithstanding the prohibition of the occupancy of RVs and temporary mobile homes within the City's residential zoning districts, Chapter 26, Article 16, Section 16.9(8), Punta Gorda Code authorizes the granting of a temporary use permit for temporary uses needed in a State of Emergency; and

WHEREAS, a State of Emergency presently exists within the City of Punta Gorda as a consequence of Hurricanes Helene and Milton; and

WHEREAS, the City of Punta Gorda Zoning Official has rendered the opinion that the granting of temporary use permits to allow the occupancy of RVs and temporary mobile homes within the City's residential zoning districts is needed while existing residential structures on said lots are repaired or rehabilitated as a consequence of hurricane related damage.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PUNTA GORDA, FLORIDA, THAT:

1. The City of Punta Gorda Zoning Official is hereby authorized to grant temporary use permits to allow the occupancy of RVs and temporary mobile homes within the City's residential zoning districts while existing residential structures on said lots are repaired or rehabilitated as a consequence of hurricane related damage.

2. Temporary Use Permits for RVs and temporary mobile homes may be granted for occupancy only by permanent residents and long-term lessees, i.e., tenants with written leases of at least six (six) months duration.

3. Applications for Temporary Use Permits for RVs and temporary mobile homes within the City's residential zoning districts shall be made available on the City's website and from the City of Punta Gorda Urban Design Department.

4. Temporary Use Permits for RVs and temporary mobile homes within the City's residential zoning districts while existing residential structures on said lots are repaired or rehabilitated as a consequence of hurricane related damage, may be issued by the City of Punta Gorda Urban Design Department without any further action by the City Council.

5. Application fees for Temporary Use Permits issued under the authority of this Resolution are hereby waived.

6. All Temporary Use Permits issued under the authority of this Resolution shall expire two (2) years from the effective date of this Resolution.

7. All Temporary Use Permits shall be subject to the terms and conditions attached hereto as Exhibit "A" which are consistent with the regulations adopted by Charlotte County pursuant to Charlotte County Resolution No. 2022-142.

8. This Resolution shall take effect immediately upon adoption.

ADOPTED at a regular meeting of the City Council of the City of Punta Gorda, Florida, this 7th day of October, 2024.



LYNNE R. MATTHEWS, Mayor

ATTEST:



SARA WELCH, City Clerk, CMC

APPROVED AS TO FORM:



DAVID M. LEVIN, City Attorney