



TEMPORARY USE APPLICATION

www.cityofmulberryfl.org

FAX (863) 425-0188

FOR OFFICE USE ONLY

REQUEST NO: _____ DATE RECEIVED: _____

APPROVED _____ **DENIED** _____ **(Reason for denial):** _____

APPLICANTS PLEASE NOTE: Print or type responses completely and accurately. All maps submitted **must** be folded, **not rolled**.

APPLICANT NAME PHONE (incl. area code) FAX

MAILING ADDRESS EMAIL

CONTACT PERSON (if different from applicant) PHONE (incl. area code) FAX

MAILING ADDRESS EMAIL

1. Specify the type of use requested (refer to Section 202.14 for clarification):

- Food & Retail Stand (e.g. –vehicles, recreational vehicles, hot dog, barbeque, boiled peanuts).
- Produce Stand (e.g. – fruit, flower, firewood, craft, and fireworks stands).
- Meeting Place (e.g. – church, revivals, congregations of people).
- Special Event (e.g. – fairs, carnivals, rodeos, vehicle auctions).
- Temporary Emergency Shelter.
- Temporary Sign.

2. **Provide** the 18-digit parcel ID numbers included in the request. This information may be obtained from the Polk County Property Appraiser’s office. List all 18-digit parcel ID numbers below:

Range	Township	Section	Subdivision #	Parcel #

NAME OF BUSINESS

PHYSICAL ADDRESS OF BUSINESS

LAND USE DISTRICT

3. How long is this temporary use proposed?

Start date: _____ End date: _____

4. What are the proposed hours of operation? _____

5. What is the proposed number of customers or event attendance per day? _____

6. Have there been any temporary uses on these properties within the past 12 months? Please describe:

7. Please describe the proposed temporary use to include the following, if applicable (include additional sheets if necessary):

- a. Description of temporary activities.
- b. Proposal for access and parking.
- c. Surrounding uses and approximate distances.
- d. Attach any proposed advertisement material and/or list any website in which temporary activities will be advertised.

TEMPORARY USE APPLICATION CHECKLIST

FOR A COMPLETE SUBMITTAL, AND ACCURATE SERVICE, PLEASE
PROVIDE THE FOLLOWING INFORMATION:

- Completed Temporary Use application.
- An original notarized owner's authorization letter specifying the days allowed and the address and parcel number(s) of the property being used OR a copy of the property deed.
- Basic 8 ½ X 11 site plan showing the access to the property.
- Flame retardant certificate for tent (if applicable).
- Proof of portable toilets (if applicable).
- DMV permit if (applicable) OR a copy of the concession trailer registration.
- Check, cash, or money order payable to City of Mulberry in the amount of \$125.00. This is a non-refundable fee.

Please submit this application with all requested items attached and drop-off at the front desk. You can wait for the receipt or have it filed with the application.