

ADMINISTRATIVE CONDITIONAL USE PERMIT APPLICATION INSTRUCTIONS

Administrative Conditional Use Permits are intended for temporary uses. Each application for an Administrative Conditional Use Permit shall be typewritten or neatly printed and shall contain the following information:

1. One copy of the completed application.
 2. One copy of a site plan, drawn accurately, neatly, and to scale, meeting at a minimum the following requirements:
 - a. Location of all existing structures and proposed temporary units, tarps, tables, wagons...etc.
 - b. Parking area arrangement
 - c. Existing street, alleys, and other public ways,
 3. One copy of a narrative description, including the existing use and detailed description of the proposed use. **Food vendors must include a menu and an interior floor plan/layout of unit, cart or wagon.**
 4. Letter from property owner or authorized manager approving specific proposed use and duration.
 5. Fee in the amount of \$100.00, payable to Hernando County Building Dept. at permit issuance.
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Conditional use permits allowable with administrative official approval:

- (1) Special events may be approved by the Administrative Official in any zoning category for a period not to exceed 45 days for the purpose of promotions entertainment, educational, religious or similar events. The sale of alcoholic beverages in association with these types of events must provide the Administrative with a copy of the necessary permits from the state. Such sales are exempt from the minimum separation distance for the sale of alcoholic beverages from a church or school. Such permit request is also subject to the following:
 - (a) Adequate off-street parking, restroom and emergency access shall be provided as required.
 - (b) Provisions for any required traffic control must be demonstrated, and provided.
 - (c) The applicant shall submit a detailed site plan showing the location of all temporary structures, vendors, tents, the number and location of off-street parking spaces, a traffic circulation plan showing all ingress/egress locations, and the location of any structures existing on site. Such plan shall be examined by the Administrative Official and other applicable departments and agencies to determine compliance with all applicable codes, ordinances, or regulations. No clearance for building permit shall be issued until such plan complies with these provisions and conditional use permit has been issued.
- (2) A temporary retail vendor may be approved by the Administrative Official in any commercial or industrial zoning category for a period of up to one (1) year provided that a principal structure exists on site and adequate parking and access is available. Such permits may be renewed on an annual basis subject to the approval of the Administrative Official. A temporary retail vendor shall mean a single-vendor that sells food, drinks, or merchandise by means of a stand, table, truck, van, wagon, pushcart, handcart or other vehicle.
- (3) Community gardens may be approved by the Administrative Official for a maximum time period of up to five (5) years.

HERNANDO COUNTY ADMINISTRATIVE USE PERMIT APPLICATION

Type of permit being requested: Retail Vendor (up to 1 yr.) Special Event (up to 45 days) Community Garden (up to 5 yrs)

DATE: _____

APPLICANT NAME: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

REASON FOR CONDITIONAL USE (briefly describe type of use and **attach a narrative** with detailed description of proposed use): _____

WILL ALCOHOL BE SERVED/SOLD: _____ if yes, additional permitting through State Division of Alcoholic Beverages and Tobacco may be required. Visit <https://www.myfloridalicense.com/intentions2.asp?chBoard=true&boardid=400&SID>

LENGTH OF TIME BEING REQUESTED: _____

DATES BEING REQUESTED: _____

LEGAL DESCRIPTION OF PROPERTY: Section: _____ Township: _____ Range: _____

ADDRESS OF PROPERTY: _____

PARCEL KEY NUMBER: _____ ZONING CLASSIFICATION: _____

SIZE OF PROPERTY: _____

SIGNATURE OF APPLICANT _____

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.

Notary Public _____ Notary Stamp _____

ADDITIONAL INFORMATION FOR SPECIAL EVENTS

Hernando County Development Department

Tents over 200 square feet in size will require a permit from the Development Department. Please call 754-4050 for permit requirements.

Hernando County Health Department Regulations

At least one working day prior to the special event, special event organizers shall provide to the county health department a signed contract, or facsimile copy thereof, with the portable restroom service company specifying the dates the facilities will be on the event site, the number of restroom facilities to be provided, the servicing frequency and the removal date for the units.

For further information, contact: Steve Kataro, at (352) 540-6800 Ext. 4, Fax: (352) 688-5015

Hernando County Fire Department Requirements

Based upon a need for additional specifications for Fire and Life Safety the following items are required for all vendors who attend any function where a special permit is requested:

These requirements may be applied to carnival trailers, food vendors, sleeping trailers or other portable units which are used on a temporary basis within Hernando County.

- 1) All electrical wiring shall meet the requirements of National Electric Code (NEC). Extension cords may be used at the discretion of the fire authority, after proper inspection. Exterior cords may be inspected and must meet the requirements for the intended "temporary" use.
- 2) All State of Florida Department of Health requirements for water and sewer facilities must be met.
- 3) Any and all connections to the Hernando County Utilities, be it water or sewer shall be only by permit of HCUD as required
- 4) All portable propane tanks shall be inspected to the Department of Transportation (DOT) and National Fire Protection Association (NFPA) standards for compressed gas or LPG tanks
- 5) All trailers where cooking with any oil where grease laden vapors is being produced, shall have a full hood installed to collect all vapors. Under such hood shall be a fire suppression system which has been inspected and tested to Florida State and NFPA requirements
- 6) All fire extinguishers meeting NFPA 10 requirements for their intended use, and inspected to Florida State Statutes by a Florida licensed and certified Fire Protection Company shall be required.
- 7) Fire lanes may be required, and will be listed on the accompanying drawing or may be specified at the pre-set up meeting by the fire authority having jurisdiction.
- 8) All fire protection equipment (Hydrants, Fire Department Connections or otherwise) shall have the required area open as required under NFPA 1-18 (Florida Fire Prevention Code).
- 9) All tents, must have proper flame retardant certifications, and may be inspected by the Fire Department
- 10) All propane or other cooking fuel tanks to be located away from the cooking devices, and properly supported
- 11) No cooking is allowed under the tent fabric at any time.

Contact Number: Hernando County Fire Inspector: 352-754-4048 ext. 29110