



TEMPORARY USE APPLICATION INSTRUCTIONS

Palm Beach County Zoning Division

2300 North Jog Road, West Palm Beach, FL 33411, (561) 233-5200

INTRODUCTION

Pursuant to Unified Land Development Code, Article 2.C.5.D, Temporary Use applications are for certain uses which are generally temporary in nature. A Temporary Use may be accommodated in a temporary structure or a permanent structure that is legally approved and shall include but not be limited to those items listed in Art. 4.B.11, Temporary Uses. These instructions are for a Zoning application for a Temporary Use (TU).

TEMPORARY USES

Temporary Uses are regulated by [Art. 4, Use Regulations](#), which includes the Use Matrix, supplementary use standards and requirements of each of the listed uses below for completing the proposed use. Contact the Zoning Division Development Review Section at 561-233-5200 or PZB-ZoningIntake@pzb.gov for assistance following the review of these instructions.

General descriptions for Temporary Uses are provided below:

Communication Cell Sites on Wheels (COWs)

- A temporary facility utilized to ensure adequate telecommunications capacity during periods of high usage or during periods when traditional modes of communication are unavailable. COWs consist of a folding or telescoping monopole or guyed structure, with attached antenna, mounted on a trailer or truck.

Day Camp

- An establishment which provides care, protection, and programmed activities for children five years of age and older for a period of less than 24 hours per day.

Mobile Retail Sales

- General Retail Sales, including the sale of food, from a mobile vehicle or a portable trailer without a fixed or permanent location.

Real Estate Sales Model and Management Office, Non-PDD

- A residential unit used for real estate marketing and sales as a builder's office, and for other services directly associated with the sale of residential units.

Real Estate Sales and Management Office, PDD or TDD

- An office for the sale and resale of new and existing residential units. For RVPD, units shall mean RV sites

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Recycling Drop-Off Bin

- A totally enclosed temporary structure or portable container within which the following pre-sorted, recyclable materials are collected: glass, aluminum, steel, and plastic containers no greater than six gallons in capacity, and paper.

Special Event

- A temporary activity which may include rides, amusements, food, games, crafts, and performances.

Temporary Green Market

- A temporary gathering of vendors, primarily for the purpose of selling fresh unprocessed fruit, vegetables, flowers, and consumable items such as coffee, bread, and prepared food.

Temporary Retail Sales

- General Retail Sales without a fixed or permanent location.

Temporary Vehicle Sales

- The temporary sale of new or used motor vehicles, including cars, trucks, and recreational vehicles

APPLICATION INSTRUCTIONS

The following guidelines provide instructions for the completion of the application. The blank application and forms are available via the Zoning Website at: [PZB - Zoning Division \(pbc.gov\)](https://www.pbcgov.org/PZB-ZoningDivision/pbcgov).

1. **Registration:** Register as an Agent or Log in at [Register/Log in Portal](#)
2. **Pre-Application Review:** A Pre-Application Review (PAR) is required for Zoning Applications to confirm application type and request(s). The PAR instructions and forms are available via the Zoning Website at: [PZB - Zoning Division \(pbc.gov\)](https://www.pbcgov.org/PZB-ZoningDivision/pbcgov). Following the review, Zoning Staff will issue a formal PAR Response with instructions on the next steps.
3. **Intake Appointment Inquiry:** Email Zoning Staff at PZB-ZoningIntake@pbc.gov to request a reference number for Online submittal. Include in the email, the complete Form 1, General Application, and the PAR Response. Intake requests must be submitted approximately 4 days prior to each Intake Date. See the Zoning Calendar for the application intake dates and intake appointment deadlines. Upon receipt of the request, Zoning staff will provide a Reference Number for online submittal of the complete application through the Online Portal.
4. **Application Intake**
 - a. **Intake:** The intake of applications occurs typically by noon on the third Wednesday of each month as established by the [Zoning Calendar](#). Incomplete or insufficient applications may need to resubmit with the proper documentation.
 - b. **Online submittal:** Upload Application with all documents and plans through the Online Portal using the Reference Number provided by Zoning Intake Staff and in accordance with the Zoning Calendar. See below for application requirements. Submit at the following link: <https://www.pbcgov.org/ePZB.Admin.WebSPA/#/login>. Forms can be found at [PZB - Zoning Division Applications Forms \(pbcgov.org\)](https://www.pbcgov.org/PZB-ZoningDivisionApplicationsForms/pbcgov.org)

Temporary Use (TU) Application Submittal Requirements

Application Forms/Documents:

- A. Form 1 - General Application in word format (Parts 1 and 3 only)
- B. Form 2 - Affidavit of Completeness and Accuracy
- C. Form 3 - Consent Form (From Property Owners (s) or property Owner Association with ownership or control over the property where the Temp. use is proposed)

- D. Certificate of Compliance (To be provided by Zoning staff pending the type of Temporary Use requested)
- E. Certificate of Liability Insurance (listing the Board of County Commissioners as additionally insured and certificate holder and a hold harmless affidavit)
- F. Warranty Deed
- G. Sunbiz Information or Articles of Incorporation for the entity making the request
- H. Justification Statement
 - A summary of the request
 - A summary of the proposed activities on site
 - Analysis of each of the Standards per Art. 2.B.7. of the ULDC based on particular requests
 - A description of any prior approvals and proposed changes in use
 - A description of parking impacts of the Temporary Use
 - Any other information related to the property or use

Plans:

A copy of the approved Site Plan or the applicable site aerial picture that depicts the location of all structures and activities associated with the Temporary Use.

5. Application Processing:

- a. **Sufficiency Review:** Upon receipt, Zoning Staff will complete a Sufficiency Review within 10 working days. Applications found sufficient will be processed. Applications found Insufficient will be directed to modify the application or documents and re-submit. See ULDC Art. 2.C.2.A, Sufficiency Review.
- b. **Fees:** Zoning Staff shall issue a Fee Invoice to the Applicant upon the finding that the application is Sufficient for processing, and prior to Agency review. Fees can be paid online at [ePZB Admin \(pbcgov.org\)](http://pbcgov.org)
- c. **Application Review:** Following payment of the Fee Invoice, Zoning Staff will review the application will be reviewed by the applicable Development Review Officer (DRO) agencies pursuant to Art.4.B.11 Temporary Uses. If the reviewing agencies have comments or issues on the application, then the Applicant has 10-days to respond until all issues have been resolved. Staff shall determine whether the proposed use meets the requirements.

- 6. Issuance of a Temporary Use Development Order:** Upon approval of the proposed Temporary Use by the DRO, the Zoning Division shall issue an approval letter and Temporary Use Development Order. The Applicant is required to pick up the signed Development Order at the Zoning Division. The Applicant must provide the Development Order to Fire Rescue and Code Compliance Staff, as applicable for verification that the site is in accordance to the issued Temporary Use Development Order.

Should you have any questions regarding the above instructions you may contact the Zoning Division at 561-233-5200 or via PZB-ZoningIntake@pzb.gov for assistance.