

## NOTES:

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## Contact Information

### FOR MORE INFORMATION PLEASE CONTACT

Palm Beach County  
Planning, Zoning & Building Department  
2300 North Jog Road,  
West Palm Beach, Florida 33411

Phone: 561-233-5200

Fax: 561-233-5165

Email: [pzbmain@pbgov.org](mailto:pzbmain@pbgov.org)

Department	Obtain Info for:	Contact Info:
Zoning Division	<ul style="list-style-type: none"> <li>Initiate Special Permit application process.</li> </ul>	561: 233-5200 Email Questions to: <a href="mailto:pzbmain@pbgov.org">pzbmain@pbgov.org</a>
Building Division	<ul style="list-style-type: none"> <li>Initiate Building Permit application</li> <li>Electrical Permits</li> <li>Inspections</li> </ul>	561: 233-5100 Email Questions to: <a href="mailto:pzbmain@pbgov.org">pzbmain@pbgov.org</a>
Fire / Rescue Department	<ul style="list-style-type: none"> <li>Initiate Permit application</li> <li>Electrical Permits</li> <li>Inspections</li> </ul>	561: 233-0050 Email Questions to: <a href="mailto:pzbmain@pbgov.org">pzbmain@pbgov.org</a>
Code Enforcement Division	<ul style="list-style-type: none"> <li>Verify any past Non-Compliant history</li> </ul>	561: 233-5500 Email Questions to: <a href="mailto:pzbmain@pbgov.org">pzbmain@pbgov.org</a>



## Palm Beach County Zoning Division

## Special Permit Application Process

County Administrator  
Robert Weisman  
 Department of Planning, Zoning & Building  
2300 N. Jog Road  
West Palm Beach, FL 33411  
Phone: 561-233-5200  
Fax: 561-233-5165

ZONING DIVISION  
2300 N. Jog Road, West Palm Beach, Florida 33411  
Phone: (561) 233-5200

**SPECIAL PERMIT**  
**PERMIT 1 OF A MAXIMUM OF 3 PERMITTED PER CALENDAR YEAR**

Permit #:	2014-0006E	Permit Type:	SPSE
Permit Description :	Special Event with Tent - SPSE	Zoning District:	CC
Applicant Name:	Calvary Chapel Of Jupiter Inc		
Applicant Phone:	561-696-6755 (Hope Lach)		
Property Location:	10174 Indiantown Road Jupiter, FL 33478		
Property Control Number:	00-41-41-01-05-001-0160		
Mailing Address:	10100 West Indiantown Road Jupiter FL 33478		
Effective Dates:	04/19/2014 to 04/21/2014	Date Expiration:	04/21/2014

TO ALLOW: **Special Event with Tent**

**Conditions:**  
 1. All applicable state or federal permits shall be obtained before commencement of the development authorized by this Development Permit.  
 2. Attendees shall be limited to no more than one thousand (1000) people.

**DISCLAIMER**  
 The issuance of this Development Permit does not in any way create any rights on the part of the Applicant and/or Property Owner to obtain a permit from a state or federal agency and does not create any liability on the part of the County for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertake actions that result in a violation of state or federal law.

This Special Permit is issued to the applicant for the above use to occur only at the location noted above. The applicant will abide by and comply with any use restrictions noted above and all conditions as set forth in the Special Permit application and in the Palm Beach County Unified Land Development Code pertaining to the above named use. The Zoning Director may revoke the Special Permit at any time, pursuant to Article 2, Section 2.D.2.1 of the Palm Beach County Unified Land Development Code.

PERMIT NOT VALID UNTIL SIGNED OFF BY ALL DIVISION OFFICIALS OUTLINED BELOW

Zoning Director	Date	Signature
✓	4/16/2014	<i>[Signature]</i>
Special Permit Planner	Date	
Code Enforcement	Date	
Fire Rescue	Date	Inspection Scheduled for 4/19/2014 approx. at 3 PM
Building	Date	Inspection Scheduled for 4/19/2014 approx. at 3 PM

NOTE: This Special Permit must be signed and dated by a Code Enforcement Officer prior to operating. All inspections must be completed before the business can be opened.  
 In accordance with the ADA, this document may be requested in an alternative format. Auxiliary aids or services will also be provided upon request with at least three days notice. Please contact the Zoning Secretary at (561) 233-5202.

**Published June 2014**

## Special Permit Information

Established procedures to create standards and an approval process for certain uses, which are generally temporary in nature, but require monitoring for compliance with Code requirements to ensure compatibility with surrounding land uses. Only uses identified in the Use Matrix shall require a special permit. The applicant shall provide proof of a Business Tax Receipt and all permits must be posted on the site prior to commencement of operation.

**Below are examples of different types of Special Permits, but not limited to the following:**

- Special Event
- Accessory Alcohol Sales
- Accessory Dwelling
- Mobile Home Accessory to Bona Fide Agriculture
- Mobile Home Real Estate and Management Office
- Nursery, Wholesale
- Produce Stand
- Real Estate Sales Model
- Retail Sales, Mobile
- Retail Sales, Temporary Sparklers
- Retail Sales, Temporary
- Security or Caretaker Quarters
- Temporary Sign, Balloon Type
- Temporary Sign, Grand Opening
- Temporary Non-Residential Development Sign
- Temporary Residential Development Sign
- Temporary Tent
- Vehicle Sales and Rental, Temporary Sale
- Watchman Trailer (Mobile Home)

**PLEASE NOTE:** When applying for a Special Permit, certain activities or structures require review and approval by other Agencies or Departments. Prior to the Zoning Division releasing the Special Permit Certificate to you for its final signoff at the site, all applicable agency reviews shall be completed and applicable inspections shall be scheduled. The Building Department specifically requires additional documents from you for their review. Please be sure to reference or provide your Special Permit Application / Tracking number located on your receipt.

### **BUILDING DEPARTMENT PERMITS (RM 1E-21)**

Brad Brown, Assistant Deputy of Large Projects or  
Joe Rosselot, Construction Plans Examiner III - 561-233-5108

### **FIRE RESCUE (RM 1E-40)**

Walter Lenhart, Staff Captain or  
Robin Parker, Secretary - 561-233-0050

## Submittal Documents

The following standards shall apply to all special permits:

- General Application (Form #93)
- Notarized Affidavit of Completeness and Accuracy (Form #3)
- Notarized Consent (Form #2)
- Applicant must locate all items relating to specific event on Site Plan.
- Applicant must indicate all patron parking areas.
- Graphic of subject property depicting all relevant site elements showing location of temporary sale. (Setbacks: Front, Rear, Side Corner and Side Interior)
- **Copy of Warranty Deed** (Recorded copy from the County Courthouse).
- **Property Owner's Consent and Authorization** Owner consent gives authorization for the agent to apply for a special Permit on behalf of the owner for that particular parcel of land).
- **Justification of Request** (Mobile vendor, temporary outdoor retail sales, stand for the sale of agricultural products, temporary balloon type sign and temporary amusement/special events, all require liability insurance coverage). The insurance must be for the correct limits as specified on the ULDC the additionally insured or certificates holder must be Palm Beach County Board of County Commissioners).
- **Liability Insurance** in the amount of \$500,000 dollars per occurrence with Palm Beach County Board of County Commissioners as additionally insured.

## Review of Application

The following are common requirements that must be met by all Special Permit Applicants.

### ZONING REQUIREMENTS

- Zoning Division staff requires a minimum of 15 working days to review most applications for completeness and consistency with all pertinent ULDC regulations.
- No Special Permit shall be issued until all fees have been paid and agencies sign off.
- All Special Permits shall be renewed in accordance with the applicable permit type. Renewal fees are in accordance with the Department Fee Schedule.

### FIRE, & BUILDING & CODE ENFORCEMENT

- Special Permits are not valid until signed-off
- All temporary electrical hook-ups must receive a temporary electrical permit from Building Division.
- All temporary sales (Christmas Trees, sparklers, Mobile Vendor, Agricultural Stand, General Temporary Sales) must obtain an Business Tax Receipt from the Tax Collector's office.
- All tents that are erected must receive an inspection form the Fire/Rescue Department.
- All temporary sign must be outside all pertinent safe site distance triangles.
- The applicant shall provide for adequate parking and safe vehicular and pedestrian circulation.