



**CITY OF GREENACRES
PLANNING AND ENGINEERING DEPARTMENT
POLICY AND PROCEDURES**

POLICY# PD0-002SS
ISSUED: 02-04-14
EFFECTIVE: 02-04-14

SUBJECT: Temporary Use Permits for Parades

CROSS REFERENCE: Chapter 16, Article IV, Division 6, Sections 16-716 thru 720.

PURPOSE: To clarify the review process for temporary use permits for parades.

POLICY: Temporary use permits shall be reviewed according to Table 16-718. However, in order to adequately protect life, safety, health, and welfare parades require more specific review by the Greenacres Public Safety Department and in some cases additional outside agencies (i.e. PBC Traffic Engineering, the Palm Beach County Sheriff's Office, etc.). The process for review is as follows:

1. Upon receipt of a permit application, the Zoning Administrator shall send a copy, including all attachments, to the Public Safety Department's police representative on Land Development Staff.
2. The Public Safety Department shall review the request, determine any staffing needed for road closures, traffic control, etc. and communicate these needs in the form of a conditional approval letter. The Public Safety Department shall communicate with the applicant to arrange for payment for the necessary staffing.
3. The Public Safety Department shall send a copy of the conditional approval letter to the Zoning Administrator.
4. If the parade is proposed to be located on a County road, the applicant must submit an approval letter from the Palm Beach County Traffic Engineering Division. If the parade is proposed to be located on a State road, the applicant must submit an approval letter from the Florida Department of Transportation. Police staffing needed for any road closures or traffic control related to these agencies' approvals must be communicated by the applicant to the City's Public Safety Department and payment for the necessary staffing arranged with the applicant.
5. Applications for a Temporary Use Permit for a parade shall be reviewed by the Land Development Staff at a regularly scheduled meeting, a special meeting, or electronically in the event that adequate time is not available for the conventional process.

PROCEDURE: The Zoning Administrator will coordinate review of all permits according to the above. The Public Safety Department shall approve or deny parade requests within City limits and provide a letter for attachment to permit.

REVISED:

Thomas J. Lanahan
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Planning and Engineering Director