

Project No.: _____

Project Name: _____



400 ALEXANDRIA BOULEVARD • OVIEDO, FLORIDA 32765

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CITY OF OVIEDO SPECIAL EVENT PERMIT APPLICATION

1. GENERAL INSTRUCTIONS AND INFORMATION:

- A) All special event applications must be complete before the approving authority is required to consider the application. The Applicant is required to complete all parts of this application properly and completely in order for staff to begin processing the requested Special Event Permit. Insufficient applications will not proceed.
- B) This application must be accompanied by the application fee of \$80.00. Checks are to be made payable to the City of Oviedo.
- C) The application must adhere to Section 3.4(I) (copy attached) of the City of Oviedo Land Development Code and other applicable regulations. The application will not be accepted without a complete package.
- D) Building permits may be required for any banners, signs and tents related to the special event depending on the size. Building permit applications are to be submitted directly to the Building Services Department.

2. APPLICANT/PROPERTY OWNER CONTACT INFORMATION:

A) Provide Name, Complete Mailing Address, Telephone Number(s), Fax Number, E-mail Address):

APPLICANT(S) NAME: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

PROPERTY OWNER(S) NAME: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

CONTACT PERSON(S) NAME

ADDRESS: _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

3. EVENT DETAILS:

EVENT NAME: _____

LOCATION: _____

EVENT SET-UP

EVENT BREAK-DOWN

DATE: _____

TIME: _____

EVENT START

EVENT END

DATE: _____

TIME: _____

Include set-up date and break-down date if applicable

SIZE OF AREA FOR PRIMARY IMPACT: _____

SIZE OF AREA FOR SECONDARY IMPACT: _____

NUMBER OF PEOPLE EXPECTED (presenters and attendees): _____

IMPACT TO ON-SITE PARKING: _____

IMPACT TO OFF-SITE PARKING: _____

SPECIAL NEEDS, CIRCUMSTANCES, OR REQUESTS (Example: tents, sale of food, live band and/or sound system, parade, picnic, etc.)

4. THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THE APPLICATION:

SPECIAL EVENT PERMIT APPLICATION COMPLETED IN FULL

ALL APPLICABLE FEES PAID IN FULL

NEED FOR ANY CITY SERVICES

AMOUNT OF TRAFFIC GENERATED

EMERGENCY SERVICES

LAW ENFORCEMENT SERVICES

THE CLOSING OF ANY STREETS

IMPACT TO NORMAL DELIVERY SERVICES

LIABILITY INSURANCE COVERAGE

IDENTIFY ALL SIGNS (SIZE, LOCATION, ETC.: SIGNS MUST COMPLY WITH THE LDC)

LAYOUT PLAN OF TENTS, SIGNS, STAGE, TRAILERS, ETC.

I hereby certify to the best of my knowledge and belief that all information submitted with this application is true and accurate. If the applicant is someone other than the property owner, a statement signed by the property owner, which authorizes the applicant to apply for this specific purpose at this specific location, must be attached to the application.

Owner of record for the property described herein.
Authorized Agent (authorization attached)

Signature

Date

LAND DEVELOPMENT CODE SECTION 3.4(I)

I) Special Event Permit: All special events shall be required to obtain a special event permit from the City.

1) Criteria: The Land Use Administrator shall review an application for a special event, activity or attraction for its potential impact on the surrounding neighborhood and the City as a whole. The Land Use Administrator may send copies of the application to other City department as necessary. When reviewing the impact of the special event, activity, or attraction, the Land Use Administrator shall consider the following factors:

- a) The number of persons in attendance at the event, activity, or attraction, including both presenters and attendees;
- b) The amount of traffic generated by the event, activity, or attraction as well as the impact on off-site and on-site parking;
- c) The proposed duration in days as well as the times during the day that the event, activity, or attraction will be in operation;
- d) Any special requests that will impact the normal delivery of City services, including closing streets, and need for law enforcement and/or emergency services at the event, activity, or attraction; and
- e) The size of the area to be used or primarily impacted by the event, activity, or attraction, and the size of the area that may receive secondary or overflow impacts.

2) Approval by the Land Use Administrator: If the Land Use Administrator determines that the event, activity or attraction does not require a policy decision by the City Council, the Land Use Administrator may approve application and issue the special event permit or refer the application to the DRC, if needed.

3) Approval by the City Council: If the event, activity or attraction requires a policy decision by the City Council, such as, but not limited to, a waiver of fees, the Land Use Administrator shall forward the application along with a recommendation and/or conditions for approval to the City Council for final action. The City Council may consider the request for a special event permit during any regular scheduled or specially called meeting. Upon City Council approval of the application, the Land Use Administrator shall issue the permit.

4) Hold Harmless Agreement/Insurance: All Applicants for a special event permit shall present documentation that demonstrates the availability of liability insurance coverage. The Applicant shall present proof of liability insurance coverage with a "hold harmless" clause prior to obtaining a special event permit. The approving authority may waive this requirement where such insurance is deemed unnecessary to protect the public, health, safety, and welfare and, similarly, a "hold harmless" clause is deemed unnecessary to protect the City against potential liability arising from the proposed special event.