SPECIAL EVENT / TEMPORARY USE PERMIT APPLICATION

Application date __________________________

Name of event: __________________________________________________________

Organization holding event: ___________________________________________

Address location for event: _____________________________________________
(if not owner of site, provide written consent from property owner)

Date(s) of event: ____________________________ Time(s) of Event: from: _______ to: _________

Contact person(s): __________________________________________ Phone(s): __________________________

Contact e-mail address: __________________________________________________

Date when ready for inspection: __________________ Time: ________________

❖ APPLICATION SHALL BE ACCOMPANIED BY A NEATLY DRAWN, LEGIBLE SKETCH SHOWING SITE LOCATION, SIZES OF ALL TENTS, LOCATION OF VENDORS, COOKING AREAS, GENERATORS, STRUCTURES OR STAGES, AND TEMPORARY SANITARY FACILITIES. RESPONSIBLE PARTY FOR THE EVENT SHALL CAREFULLY READ AND INITIAL EACH BOX OF THE ATTACHED VENDORS SAFETY CHECKLIST AND SIGN AT THE BOTTOM.

❖ NOTE: ADDITIONAL FEES MAY APPLY IF EVENT REQUIRES AN EXCLUSIVE OR NON-EXCLUSIVE FIRE UNIT FROM INDIAN RIVER COUNTY FIRE BUREAU. APPLICATIONS ARE AVAILABLE AT INDIAN RIVER COUNTY FIRE BUREAU WEBSITE

❖ ANY TENTS LARGER THAN 12X12 WILL REQUIRE A CERTIFICATE OF FLAME RESISTANCE

SPECIAL EVENT COOKING QUESTIONNAIRE

1. Location of cooking shown on attached sketch? YES _____ N/A _____

2. Is any cooking taking place under a tent? If yes, Explain: ________________________________________________________________

   (No deep frying permitted under a tent)

3. Describe Number, type and size of cookers ________________________________________________________________

   ________________________________________________________________

4. Type(s) of heating source? (LP, Electric, Charcoal, etc.) ____________________________________________________________

SPECIAL EVENT SITE INFORMATION

1. Number of On-Site parking stalls utilized (provide a parking plan) ____________________________________________________

2. Is Off-Site or overflow parking available? Explain (provide agreements with property owners) ____________________________

9/2019
3. Number, type and location of proposed restroom facilities: ____________________________________________

4. Number and Type of temporary structure(s): ____________________________ Size(s): ____________________________

5. Temporary electric power? Please check: Yes _________ No _________

Provided By: Portable Generator ______________ Other _______________________

If Other, please describe: ____________________________________________________________

6. Providing crowd control, security, or parking assistance? Yes _________ No _________

If yes, please describe: ____________________________________________________________

7. Estimated attendance at peak time: ________________________________

Only items that in accordance with applicable Florida Statutes and City Ordinances will be permitted to be sold in the City of Sebastian. FIREWORKS ARE PROHIBITED FOR RETAIL SALE IN THE CITY OF SEBASTIAN. SPARKLERS AS DEFINED IN F.S. 791 MAY BE PERMITTED FOR RETAIL SALE PROVIDED A SPECIAL EVENT PERMIT HAS BEEN ISSUED BY THE CITY OF SEBASTIAN.

Any vendor found in non-compliance with the Florida Fire Prevention Code and any associated NFPA may not be able to open and/or operate until the vendor corrects the code violation(s).

I HAVE READ AND UNDERSTAND THE FORGOING SPECIAL EVENT REQUIREMENTS AND VENDORS SAFETY CHECKLIST

APPLICANT’S SIGNATURE: ____________________________ PRINTED NAME: ____________________________

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Approved: _________ Denied: __________ By: ____________________________ Date: ____________________________
City Manager’s Signature

Approved: _________ Denied: __________ By: ____________________________ Date: ____________________________
Fire Marshal’s Signature

**ADDITIONAL FEES MAY APPLY FOR AN EXCLUSIVE OR NON-EXCLUSIVE FIRE UNIT THROUGH IRC FIRE RESCUE**

<table>
<thead>
<tr>
<th>Fire Safety Specialty Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Special Event:</td>
</tr>
<tr>
<td>One Day / &lt; 25 sites / No cooking or temp. electric / Max tent size 12x12</td>
</tr>
<tr>
<td>Reoccurring Special Event:</td>
</tr>
<tr>
<td>Non-consecutive but reoccurring one day Special Event</td>
</tr>
<tr>
<td>One Day / &lt; 25 sites / May include cooking or temp. electric / Max tent size 12x12</td>
</tr>
<tr>
<td>Good for 120 days / Up to 6 per year (may be extended with proper notice)</td>
</tr>
<tr>
<td>Large Special Event:</td>
</tr>
<tr>
<td>All other Special Events</td>
</tr>
</tbody>
</table>

** COMMUNITY DEVELOPMENT FEES FOR EVENTS HELD ON PRIVATELY-OWNED PROPERTY **

<table>
<thead>
<tr>
<th>Event</th>
<th>$200.00</th>
<th>Plus $25 for each reoccurring event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications received &lt; 21 days before event; additional</td>
<td>$100.00</td>
<td>Penalty for expedited review</td>
</tr>
<tr>
<td>Cash Bond for damages</td>
<td>$200.00</td>
<td>If applicant is not the property owner</td>
</tr>
</tbody>
</table>
VENDORS CHECKLIST

SPECIAL EVENT VENDOR REQUIREMENTS

General: Please read carefully / initial each section and sign at the bottom. All vendors shall be responsible for the following items:

SPECIAL EVENT NAME: __________________________________________

DATE(S) OF EVENT: ____________________________________________

EVENT COORDINATOR: __________________________________________

☐ TENTS: All tents shall have some type of Flame Retardant or Resistant Certificate (TAG or PAPERWORK) on-site and submitted to the Fire Prevention Office prior to the event. Shade canopies smaller than 12x12 without sides may be approved for use on a case by case basis. Canopies must be spaced a minimum of 4 ft. apart. No smoking allowed in any tent.

☐ COOKING TENTS: Tents are allowed to have cooking [APPROVED APPLIANCES] along the outer edges of the tent. LP gas tanks must be secured in place (max cap 20lbs.) Fire Extinguisher must be readily available. Any LP tanks larger than 20 lbs. shall be secured 10 ft. from tents with gas lines secured. All cooking vendors shall have a 10ft. separation from all other non-cooking vendors. NO DEEP FRYING UNDER TENTS.

☐ FIRE EXTINGUISHERS: It is recommended that every vendor have an extinguisher. At least one currently certified and tagged, or within one year of manufacture date, extinguisher is required every 75 ft along event walkways. All vendors who are cooking and/or using generators are required to have at least one 5lb ABC currently certified and tagged, or within one year of manufacture date, (2A10BC) extinguisher. All vendors who are deep fat frying are required to have at least one currently tagged Class K extinguisher.

☐ SEATING: Seating and chair arrangements shall be approved by the Fire Prevention Office prior to the event and have a minimum of 3ft. wide walkways to all exits in the tent. Tents with an occupant load of over 49 require a minimum of 2 exits.

☐ LARGE TENTS: For tents, 20x20 or larger where enclosures are used (sides), exits shall have exit signage. If a tent is used at night, exit signs will have attached emergency lighting and be AC and DC powered. 20x20 or larger tents must have NO SMOKING signs.

☐ OPEN FLAMES: Any unauthorized open flames, fireworks or fuel-fired lighting or devices are prohibited in any tent or similar enclosure unless prior approval from the Fire Prevention Office is obtained.

SPECIAL EVENT PERMIT NO. ________________________________

☐ STORAGE: Use or handling of flammable liquids or gases shall be prohibited at the site unless specifically approved and inspected by the Fire Prevention Office.

☐ FLOOR/DECOR: No hay, straw, shavings or similar materials shall be permitted to be used within any structure, tent or canopy. Exceptions: Pre-approved flame retardant treated materials or livestock bedding/fodder.

☐ GENERATORS: Generators shall be on level ground, secured, and safely arranged and isolated from the occupants/general public. Exhaust shall be directed away from combustible material(s), people and/or animals. Spare fuel shall be stored in an approved container at a safe distance from the generator. NO HOT FUELING. Fire extinguisher required.

☐ ELECTRIC: wiring and lighting shall be free of damage. All electrical equipment shall be isolated from the occupants/general public in a safe manner. All electrical connections and devices shall be in approved enclosures.

☐ COOKING: All food cooking concession trucks, trailers, and structures of rigid construction are required to have a currently tagged commercial ventilation and extinguishment/suppression systems if required per the FFPC and NFPA 96.


Any vendor(s) found not complying with any of the checklist items may not be allowed to open and/or operate until compliance is made.

I have read and understand the above vendor requirements for this Special Event

X ____________________________________________

Responsible Party in Charge of Special Event
Sec. 54-2-3.2. - Procedures and criteria for review of temporary uses.

A temporary use shall be allowed for transient merchants and special events as defined in section 54-5-22.2, and held on privately-owned property (with the exception of circuses, and sales of motor and recreational vehicles; provided, however, that this prohibition on the sales of motor and recreational vehicles shall not include boats) upon issuance of a temporary use permit by the city manager or his designee, based upon compliance with all applicable regulations of this chapter and other city regulations.

(a) A temporary use permit will be issued if the following requirements and standards are met:

1. Maximum of six events per calendar year per host site.
2. Only temporary pavilions may be erected and utilized for the operation. All facilities used shall be self-contained and mobile or portable. No mobile homes or trailers that exceed 300 square feet in area may be utilized. All temporary facilities designed to be occupied by the public must be inspected by the fire department after installation, and prior to occupancy.
3. No utility connection shall be permitted except for temporary electrical power which must be approved by the building department.
4. If the applicant is not the owner of the event location, a cash bond in the amount of $200.00 shall be submitted to the city. Within seven days after a temporary use permit expiration, all items related to the operation or event shall be removed from the site. The city may use the entire amount of submitted funds to pay for disposal of all related items remaining on the site seven days after permit expiration. The city may also use such funds to remove prohibited off-premise signs during and/or after the event. Upon vacating and cleaning up a site, an applicant may request, in writing, return of the submitted funds. Permit applicants will be refunded the submitted cash bond amount if:
   a. The city has not used the funds under the conditions described above; and
   b. The site is inspected by the city, it is verified that the site has been cleaned up, and all temporary use items have been removed.
   c. In cases where the city has used the $200.00 cash bond for site cleanup or off-premise sign removal, no subsequent temporary use permits shall be issued to the same applicant whose vacated operation caused cash bond default and resultant cleanup by the city.
5. Holders of temporary use permits for an activity shall not be required to obtain a business tax receipt for that activity provided that no permanent modifications are made to the site to accommodate re-occurring events. Permanent modifications will require a site plan application and business tax receipt.
6. No temporary use shall operate within a public right-of-way. No operation within an easement shall be permitted unless specifically allowed by all parties having interest in such easement.
7. Location of event shall be on an improved lot within a commercial or public service district. Events held within a public service district in a residential area shall be restricted to non-commercial uses.
8. A maximum of 30% of the required parking stalls of the host site may be utilized by the temporary use. This percentage may be increased based on satisfactory documentation indicating additional parking and/or transportation needs have been provided for the total impact of the proposed event.
9. Food concessions, including food trucks, as accessory to the temporary use are prohibited unless provided by the host site. In addition, alcohol sales accessory to the temporary use are prohibited unless the host site holds a current alcohol license.
(10) Temporary toilet facilities may be required by the applicant depending on location and size of the event. Amount will be determined by the building official based on estimation of attendance of the event.

(11) Applicant must provide, at his own expense, additional and/or special crowd control and security if determined necessary by the police chief based on the size of the event.

(12) [Reserved.]

(13) Prior to city manager review, approval must be obtained from the police chief and the building director. Approval or denial shall be based on items (1) through (11) above and consideration shall be reviewed on the total magnitude of impact that may be detrimental to the health, safety and general welfare of the community.


Sec. 54-2-3.3. - Time limits.

(a) Transient merchants of any seasonal sales merchandise such as Christmas tree and firework sales or other similar use shall be in operation not more than 45 consecutive days per sale/event on any given site.

(b) Transient merchants of any non-seasonal sales merchandise shall be in operation not more than ten consecutive days per sale/event on any given site.

(c) Special events shall be in operation not more than seven consecutive days per sale/event on any given site.


Sec. 54-2-3.4. - Application.

(a) Temporary use permits shall be obtained by furnishing a completed application for such permit to the community development department. The following information as applicable shall be provided:

(1) Application to be made by the owner or lessee of the host site.

(2) Location of site and the specific location for the requested use.

(3) Beginning and ending dates of the event.

(4) Hours of operation of the event.

(5) Name of individual in charge of the event.

(6) After hours emergency phone number for person responsible for event.

(7) A drawing showing dimensions of the site or an existing site plan for the host site including location and dimensions of all existing driveways, entrances, exits, and parking spaces.

(8) A drawing depicting location and dimensions of all temporary pavilions, displays areas, sanitary facilities, and concessions for the temporary use.

(9) Indicate how parking and traffic flow will be directed on to and within the event site.

(10) Estimation of maximum peak hour attendance of the event to determine sanitary needs, parking and traffic impact.

(11) If existing parking spaces of a permanent use (such as a shopping plaza) are to be utilized by patrons and employees of the temporary use event during normal operating hours, calculations shall be submitted demonstrating that the event will not utilize more than 30% of the required parking stalls of the existing host site. If usage does exceed 30% percent, documentation
indicating additional parking and/or transportation arrangements must be provided for the total impact of the proposed event.

If the event is being held during non-operating hours for the host site, the 30% restriction may be lifted upon demonstration that there will still be sufficient parking available for patrons of the temporary event.

(12) [Reserved.].

(13) All applications must be made on the form prescribed by the city and submitted no later than 21 days prior to the scheduled event. Fees for temporary uses shall be established by resolution of the city council. Applicants may include multiple similar events on one application. Applications submitted less than 21 days before the scheduled event will be assessed a fee as established in the Resolution to be used for expedited processing. Fees may not be waived for any application, except by the city manager upon a finding of good cause.

(b) A copy of the application and all supporting documents will be forwarded to the police chief and the building official for review and comments. All comments and recommendations will then be attached to the application and forwarded to the city manager or his designee for approval or denial.

(c) The application, with all the supporting documents, will be reviewed by the city manager, or his designee. If approved by the city manager, the applicant shall post the $200.00 cash bond, if required, prior to the issuance of the temporary use permit. If denied, applicant will be notified, along with the reasons for denial. The police department and the fire department will be notified on all approved requests for temporary use permits.

(d) Any decision of the city manager, or the city manager's designee, may be appealed to the city council. Any appeal shall be filed within five days of the decision, and shall be presented to the city council at its next available meeting.


Sec. 54-2-3.5. - Signs.

(a) All signs being utilized on site must conform to the city sign regulations as outlined in the land development code and must be removed upon expiration of the temporary use permit or upon vacation of the site.

(b) Signs used in conjunction with approved activities or special events for which a temporary use permit has been obtained shall not be calculated against the three banner signs permitted per site per year.

(Ord. No. O-15-03, § 1, 3-11-2015)