



SPECIAL EVENT INFORMATION

Date: \_\_\_\_\_ Subject Property: \_\_\_\_\_

The fee for a special use permit is \$ \_\_\_\_\_

Zoning District: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Business : Cell: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time(s) of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

TEMPORARY STRUCTURES: ANY TEMPORARY STRUCTURE SHALL MEET ZONING RESTRICTIONS REQUIRED BY THE PARTICULAR ZONING DISTRICT. A PLOT PLAN WITH SETBACK INDICATIONS IS REQUIRED.

\*\*\* **Special Note:** Please read and sign in proper space.

Approval of Property Owner \_\_\_\_\_  
Printed Name Signature

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

At least one Public Hearing must be held prior to issuance of a Special Use Permit that requires City Council approval.

All applications for Special Events shall be submitted at least thirty (30) days prior to the start date of the event. The same applies for Special Uses permits.

Will traffic control be needed? Yes \_\_\_ No \_\_\_ . Will crowd control be needed? Yes \_\_\_ No \_\_\_ /

Estimated number of people to attend including spectators and participants: \_\_\_\_\_

**ALL SIGNAGE MUST BE PERMITTED AND MEET THE REQUIREMENTS OF SECTION 66-359 AND 66-360 OF THE City OF SEMINOLE SIGN ORDINANCE. A PERFORMANCE BOND OF \$100 WILL BE REQUIRED PRIOR TO THE ISSUANCE OF A TEMPORARY SIGN PERMIT AND A SPECIAL EVENT PERMIT. THE BOND WILL BE FORFEITED IF SIGN(S) ARE NOT REMOVED, AND THE SITE IS NOT CLEANED WITHIN FIVE (5) DAYS AFTER THE SPECIAL EVENT.**

**TENTS:** All Tents shall comply with Section 70-872 which reads as follows: " Tents may be erected in any zoning district for a period not to exceed 30 days for the purpose of special sales, promotions, entertainment, educational, religious, evangelistic or similar special events subject to the following:

- (1) The use of the tent shall be limited to an authorized use of the property in the zoning district where located.
- (2) The tent shall comply with all setback requirements.
- (3) Adequate off-street parking shall be provided as required by section 58-86 et seq.
- (4) The applicant shall submit a detailed plot plan showing the location of the tent, the floor area and maximum capacity (number of persons) of the tent, the number and location of off-street parking spaces, a traffic circulation plan showing all ingress/egress locations and the location of any structures and/or trees existing on the site. The plan shall be examined by the building/life safety services to determine compliance with this chapter and other applicable codes, ordinances or regulations. No clearance for a building permit shall be issued until the plan complies with these provisions."

Reviewed by:

Building Official \_\_\_\_\_

Fire Inspector \_\_\_\_\_

General Services Director \_\_\_\_\_

City Manager \_\_\_\_\_

Public Works Director \_\_\_\_\_

Other \_\_\_\_\_

Owner of subject property is hereby responsible for compliance with all City codes and conditions issued under this permit.

\_\_\_\_\_  
Property Owner (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Applicant (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notarized

\_\_\_\_\_  
Date

# SITE PLAN

