

A permit application fee of \$100, paid by check (remit to the "Town of Longboat Key") or cash, is due at time of application submission in person or by mail to 600 General Harris Street, Longboat Key, FL 34228. (Ordinance 2017-01, 2/6/2017)



**TOWN OF LONGBOAT KEY
PUBLIC FORUMS PERMIT APPLICATION**

Attention: **Public Works Department, 600 General Harris Street, Longboat Key, FL 34228**

Phone: (941) 316-1988

Fax: (941) 316-1984

Email: dspencer@longboatkey.org

Filing Date: _____ Date of Event: _____ Date of Approval: _____

\$100 Nonrefundable Permit Fee Paid: _____

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email address: _____

Number of Attendees: _____

Location (Address) of Event: _____

Type of Event:

- | | | | | |
|---|---------------------------------------|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Celebration | <input type="checkbox"/> Race, Rally | <input type="checkbox"/> Fair | <input type="checkbox"/> Bicycle Run | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Wedding | <input type="checkbox"/> Parade | <input type="checkbox"/> Grand Opening | <input type="checkbox"/> Concert | _____ |
| <input type="checkbox"/> Birthday Party | <input type="checkbox"/> Art Festival | <input type="checkbox"/> Tour | <input type="checkbox"/> Block Party | _____ |

Description of Event: *(Include any number and location of booths, tents, trailers, etc.; number of barricades or request for assistance for parking; site plan sketch required)*

Time of Event *(include time for preparation and clean-up).* **Start:** _____ **End:** _____
Park hours – Dawn to Dusk; Beach hours – 5AM to 11PM.

The following are being requested in connection with this event. I will coordinate with the appropriate Town Department concerning these regulations, prepay any required fees and reimburse to the Town for any costs incurred in connection with the permitted event. Insurance may be required to meet some conditions and will be provided to the Town prior to issuance of the permit.

Planning, Zoning & Building Department (316-1966) – Electrical (Chapter 153, Electric Code); Plumbing (Chapter 155, Plumbing Code); Temporary Structures requested (includes arches, tents, canopies, etc.)

Police Department (316-1977) – Parking assistance

Fire Department: Fire Marshal (316-1944) – Fireworks, flame retardant materials or structures.

Public Works Department (316-1988) – Sanitation plan required

AFFIDAVIT OF COMPLIANCE

I swear/affirm that I will comply with the terms and conditions of this permit.

Date: _____ Signature: _____ Print Name: _____

Departments: List required fees and date paid; if denied, list criteria (Town Code Section 92.15, Ord. 2017-01) upon which your denial is based and return to Public Works following your review.

ALL FEES ARE DUE PRIOR TO APPROVAL OF PERMIT APPLICATION

Department Review	Approved	Denied	Fee
Planning, Zoning & Building Comments:			
Police Department Comments: Approval implies applicant is aware of and will comply with Town Code §130.02, Sound Regulations (copy attached).			
Fire Department Comments:			
Public Works Department Comments: <i>All guests, any temporary structures (i.e. arbor) and chairs shall refrain from intruding into or being placed in dune vegetation areas and will avoid all marked seashore bird nesting and/or sea turtle nesting sites. Condition of beach is not guaranteed on date of event. (Sea Turtle nesting season – May 1 to October 31. Seashore bird nesting season – February 1 to August 31.)</i>			
Finance Department (Indemnification; proof of insurance) Comments:			

PUBLIC FORUM PERMIT

§ 92.06 - Special events on public beaches, parks, and public places.

- (A) **Special events.** A "special event" means any activity that occurs upon public property or within the jurisdictional limits of the town that will substantially affect the ordinary and customary use of beaches, public streets, rights-of-way, sidewalks, and other public forums places. "Special event" includes any activity that is anticipated to cause a significant increase in the average hourly trips or create significant disruption to the movement of vehicles on any public street within the town, or is anticipated to place significant demand on emergency services or public resources. Special events include, but are not limited to, weddings, birthday parties or celebrations, fairs, tours, grand opening celebrations, races, rallies, parades, arts festivals, concerts, holiday celebrations, bicycle runs, and block parties. Private gatherings that will make no use of a public property other than for lawful parking are excluded. "Garage sales," "lawn sales," "rummage sales," "flea market sales" or any similar casual sales are not "special events" but are regulated elsewhere within this Code. Funeral processions, groups required by law to be so assembled, and pedestrian processions along a route that is restricted to sidewalks that cross streets only at pedestrian crosswalks in accordance with traffic regulations and controls are not included. Special events require a public forum permit as set forth below.
- (B) **Permit application.**
- (1) Any person wishing to sponsor a special event shall apply for a public forums permit by filing an application with the town public works department at least 30 calendar days prior to the date on which the event is scheduled to occur, along with a nonrefundable permit fee of \$100.00. The town Commission may waive all or part of this fee for community-wide events. Special event uses are to be temporary and otherwise in conformance with other ordinances of the town, including, but not limited to, the Florida Building Code.
 - (2) The town manager shall make a determination on the public forums permit pursuant to the standards of subsection (F) of this section, once the fully completed application has been reviewed by appropriate agencies, including but not limited to, police, fire, public works, building and planning, finance/risk management, and the applicant has agreed in writing to comply with the terms and conditions of the permit. The town manager or designee's failure to act shall be deemed a denial.
 - (3) Expenses for fire, police, medical services, parks, and public works crews needed for setup, event coverage and cleanup at for the special event shall be prepaid and shall be the responsibility of the permittee. These expenses shall be based on the anticipated hourly cost of town personnel and shall also include the cost of any anticipated non-personnel resources. The town may also establish a fee schedule for such expenses. The Town Commission may waive all or part of these fees or expenses for community-wide events.
- (C) **Permit conditions.** In order to promote public health, safety, and welfare, the town manager may condition the issuance of a public forums permit by imposing reasonable requirements concerning time, place, and manner of the event; and such requirements as are necessary to protect the health, safety, and rights of persons and property as well as the control of traffic.
- (D) **Application criteria.** The town manager or designee shall consider whether to grant a public forums permit based only upon the following criteria and conditions:
- (1) The event would endanger public safety;
 - (2) The event would unreasonably infringe upon the rights of abutting property owners or occupants;
 - (3) The event would conflict with another event or interfere with construction or maintenance work in the immediate vicinity;

- (4) There is not sufficient safety personnel or other necessary town staff to accommodate the event;
- (5) There is not adequate police protection to protect the public health, safety and welfare;
- (6) There is not sufficient fire personnel to protect the public health, safety and welfare in the event of an emergency;
- (7) There is not sufficient sanitation to accommodate the event;
- (8) The event would cause an unreasonable disruption of traffic;
- (9) There are other events and or seasonal impacts which will occur at the time of the proposed special event which, when taken collectively with the proposed special event, will unreasonably disrupt transportation or endanger the response times for emergency vehicles;
- (10) The applicant failed to complete the application form after being notified of the additional information or documents required;
- (11) Information contained in the application or supplemental information requested from the applicant is found to be false by any of the reviewing agencies;
- (12) The event would not comply with all applicable ordinances and codes;
- (13) Failure of the applicant to prepay expenses.

If any one of the above factors are found to exist and cannot be remedied by the applicant within five calendar days of written notice by the town manager, the town manager or his designee shall deny the permit.

- (E) Appeal. Any person who is aggrieved by the determination of the town manager or his designee in regards to a public forums permit, may petition the town commission for review of the town manager's findings. The petition shall briefly set forth the grounds for review. The town commission's factual review shall be limited to the information before the town manager when he made his decision on the application. The town commission shall approve, approve with conditions, or deny the petition. In making its determination, the town commission shall consider the provisions of all applicable Town Codes (including this Code), state and federal law.
- (F) **Indemnification.** Prior to the issuance of the public forums permit, the applicant must agree to reimburse the town for any costs incurred by the town in repairing damage to town property occurring in connection with the permitted event. The town manager shall require that the applicant provide proof of adequate insurance to the town where the town manager has imposed conditions based upon police, public safety, or sanitary considerations.

(Ord. No. 2011-09, § 12, 6-6-11; [Ord. 2017-01, 2-6-17](#))