

EVENT CONTACT INFORMATION

Applicant Name: Anne Sebban
Address: 206 Garden Circle
City: Belleair **State:** FL **Zip Code:** 33756
Phone: 7272241747 **Email:** annasebban@gmail.com

Are you requesting that this event be held (at least in-part) on public property? Yes No

Are you the property owner/lessee of the event site? Yes | No*

** If no, please attach a written letter of consent to use the event site from the property owner*

Are you going to be the primary contact for this event? Yes | No*

** If no, please provide primary contact information in the section below*

Primary Contact (if different than applicant): _____

Role with the Event: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

Emergency Contact (MUST BE ON-SITE FOR EVENT): Anne Sebban

Role with the Event: owner of the house

Phone: 7272241747 **Email:** annasebban@gmail.com

EVENT OVERVIEW

Event Name: birthday party **Date of Event:** May 22 2021

Start Time: 7:00 am / pm **End Time:** 11:00 am / pm

Site Address: 406 Garden Circle, Belleair 33756

Current Zoning of the Subject Parcel: residential

Expected # of Attendees: 80 **Expected # of Vehicles (Including Vendors):** 30

Provide a detailed description of the proposed event below (or attach a separate sheet). Please explain the event's purpose and activities, and describe why the event is requesting exemption(s) from the existing Code, citing the special relief checkboxes on pages 3 and 4 of this application:

This is my son's birthday party. We will be doing it in the backyard of your house. We are renting a tent with sides & will be adding draping to help with noise reduction. There will be no vendors or selling of alcohol. There will be mostly teens and about 30ish adults. There will be music but we have no plans of getting a dj, just setting up a sound system with playlist. We are not having catering, just ordering Chiptole for the guests on a self-serve buffet. That's mostly about it.

Parking allowed only on house side of the street.

See attached Tent Permit approval from Largo Fire.

Are you going to contract any private security services/officers on-site? Yes* | No

** If yes, please provide the name of the business and the name(s) and cell phone numbers of the person(s) who will be on-site. Attach additional sheets as necessary.*

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

Are you going to utilize any parking services for this event? | Yes* | No

** If yes, provide the name(s) of the vendor(s) below along with company contact information.*

Vendor: _____ Phone: _____

Vendor: _____ Phone: _____

Vendor: _____ Phone: _____

Provide the name(s) of any other commercial vendor(s) contracted for the event:

REQUIRED APPLICATION ATTACHMENTS

Unless exempted by the Town Manager, please attach the following documents to this application.

Site Layout: May be printed out or hand-drawn on an 8.5" x 11" piece of paper or larger.

Parking Plan: May be printed or drawn on a map that is 8.5" x 11" or larger. Plan must designate space for public safety services access and parking.

Neighbor Input Letters: Signed letters from at least four (4) neighbors who reside within three lots of the event-site that include a statement of approval or disapproval.

SPECIAL RELIEF DOCUMENTATION

Check any sections below that are relevant for your event and attach relevant documentation.

Alcohol Licensure (Code Section 6-2): If requesting to serve alcohol on public property or to sell alcohol, attach all necessary alcohol licensure applications, including State Form ABT 6003.

Noise Mitigation Plan (Code Section 74-484): If requesting to exceed noise limits, explain anticipated noise impacts, including the nature, duration, and location of any amplified sound.

Road Closures: If the proposed event will require the temporary closing of Town roads or other public spaces, attach a map of these closures and an explanation for their necessity.

Sanitary Plans: If regular on-site restrooms are not sufficient for the event and other accommodations are to be made, provide a written explanation of those plans and include their location(s) on the required site layout.

Special Event Insurance: Proof of special events insurance coverage if requesting to hold the event on public property, with the Town of Belleair listed as additional insured.

Street Vending: If planning to contract street vending for this event (i.e. food trucks), attach a letter explaining the vendor's purpose and impact, along with the vendor(s) contact information.

Temporary Signage (Code Section 74-572): If requesting to place temporary signage in excess of what the Code allows, attach a plan for the signage and a statement of its purpose.

Waste Elimination/Restoration Plans: If the event will create a level of waste that requires a dumpster or other cleanup not covered by regular pickup, provide an explanation of waste removal.

AUTHORIZATION

By signing below, the applicant certifies that all information provided on this application is complete and correct and that all necessary attachments have been included. The applicant also agrees to the relevant fee schedule set forth by the Town, and assumes all responsibility for any and all damages to public property that may result from the requested event.

THE COMPLETION OF THIS FORM DOES NOT CONSTITUTE APPROVAL FOR A SPECIAL RELIEF PERMIT.



Applicant signature

4/14/21

Date

END OF APPLICATION



Rachel Hobbs <rhobbs@townofbelleair.net>

Fwd: Tent permit

1 message

Sara Schneider <sarajsm101@gmail.com>
To: Rachel Hobbs <rhobbs@townofbelleair.net>

Thu, Apr 29, 2021 at 2:43 PM

see email below

----- Forwarded message -----

From: Christian Hengstenberg <chengste@largo.com>
Date: Tue, Apr 27, 2021 at 3:36 PM
Subject: Re: Tent permit
To: Sara Schneider <sarajsm101@gmail.com>

Greetings Sara:

I did receive your message today. Please note that our standard turnaround time for reviews is ten (10) business days, excluding holidays.

The review has been completed and approved. The permit fee of \$100.00 will need to be satisfied prior to issuance.

- Payment may be made via credit card through the Largo Building Division contractor portal. Please email payment questions to permits@largo.com.
- Payment may also be made via mail to the City of Largo, Largo Building Division, P.O. BOX 296, Largo, FL 33779-0296.
- Payment may also be made in person at Largo City Hall, Building Division (1st Floor) 201 Highland Ave. Largo.
- All transactions are credit card or check only.

Please include the Largo Building Division permit reference number **(BFP2104-0001)** with payment.

We will forward the permit to you once the fee has been satisfied. The permit must be posted conspicuously in tent at the time of inspection and for the duration of occupancy.

You will need to ensure that compliant emergency lighting is installed in the tent as the event will take place after sunset.

This permit requires an inspection prior to occupancy. Please reach out to us to schedule the inspection.

Please feel free to reach out to us with any additional needs.

Best regards,

Chris Hengstenberg, MPA

Plans Examiner - Fire

City of Largo Fire Rescue

POB 296

Largo, FL 33779-0296

Desk: (727) 587-6740 x 2109

Cell: (727) 204-2033

STAFF WORKFLOW (FOR TOWN USE ONLY)

Date of Application Submission to the Police Department: 4/19/21

Received By (Initials): JT Approved By (Initials): JT

Does the Police Department have any objections to this permit? Yes No

If yes, provide an explanation here or attach another sheet:

PLEASE PROVIDE PARKING PLAN.

Date of Receipt by Parks and Recreation Department: 4-19-21

Received By (Initials): RA Approved By (Initials): RA

Does the Parks and Recreation Dept. have any objections to this permit? Yes No

If yes, provide an explanation here or attach another sheet:

Date of Receipt by Town Manager:

Does the Town Manager have any objections to this permit? Yes No

If yes, provide an explanation here or attach another sheet:

Date of Commission Decision:

Special Relief Permit is approved*

Special Relief Permit is denied

Assessed Fee: _____ Due Date for Fee: _____

Town Manager's signature

Date of approval/denial

**If approved by the Commission, the Police Department will issue a Special Relief Permit to the applicant within three (3) business days. The Police Department will be responsible for enforcing the conditions of the permit before, during, and after the event.*