

### EVENT CONTACT INFORMATION

Applicant Name: Town of Belleair Parks & Recreation Department

Address: 918 Osceola Road

City: Belleair State: FL Zip Code: 33756

Phone: 727-518-3728 Email: N/A

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): Robert Yevich

Role with the Event: Director of Parks & Recreation

Address: 918 Osceola Road

City: Belleair State: FL Zip Code: 33756

Phone: 727-486-7644 Email: ryevich@townofbelleair.net

Emergency Contact (**MUST BE ON-SITE FOR EVENT**): Tucker Jones

Role with the Event: Event Coordinator

Phone: 727-518-3728 Email: tjones@townofbelleair.net

### EVENT OVERVIEW

Event Name: Community-wide Garage Sale Date of Event: Saturday, 2/18/23

Start Time: 8:00 ☒ am / ☐ pm End Time: 1:00 ☐ am / ☒ pm

Site Address: Private residences throughout Belleair / Also in Town Hall parking lot

Current Zoning of the Subject Parcel: Mix of private and public

Expected # of Attendees: 500 Expected # of Vehicles (Including Vendors): 300

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:

Belleair's annual Community-wide Garage Sale will be held on Saturday, February 18, 2023 from 8:00 a.m. to 1:00 p.m. Dozens of homes participate in this sale each year, making it the perfect time for the community to see our beautiful town and shop for treasures.

Town Hall will be open during the sale for restroom access. On-street parking will be available. "No parking" signs may be placed upon the discretion of the Belleair Police Department. Several yard signs will be placed to advertise the sale (noted on the site map).

A few days before the sale, the Recreation Department will post a map of participating properties at [www.townofbelleair.com/garagesale](http://www.townofbelleair.com/garagesale) to make the shopping experience as easy as possible. Note: Any registrations received after Tuesday, February 14 may not be included on the map.

Belleair residents may be a part of Belleair's Community-wide Garage Sale by filling out two simple forms: (1) A 2023 Garage Sale Registration Form and (2) A Temporary Activity Permit. Once completed, residents must submit both forms to the Belleair Police Department service desk during normal business hours.

10 x 10 sale spaces will also be available at the Town Hall parking lot (located at 901 Ponce de Leon Boulevard). These spaces are ideal for Belleair condo residents and non-residents who would still like to be part of the sale. Residents may rent one of these spaces for no cost. The cost for non-residents is \$25/space. To reserve a space: Complete a 2023 Garage Sale Registration Form and submit it to the Dimmitt Community Center (located at 918 Osceola Road) during normal business hours, along with applicable payment.

Lastly, the Big Red Bus will be parked on the roadway in front of Town Hall during the sale. People may register to donate blood in advance or can walk up to donate.

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:

Big Red Bus (OneBlood)

## **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

1/6/2023

Date

**END OF APPLICATION**

**STAFF WORKFLOW (FOR TOWN USE ONLY)**

**Date of Application Submission to the Police Department:** 1/6/23

**Received By (Initials):** ort **Approved By (Initials):** [Signature]

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

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

**Date of Receipt by Parks and Recreation Department:** 1/6/23

**Received By (Initials):** RJG **Approved By (Initials):** RJG

**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:**

[Signature] 1/9/23

**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.*



## Community-wide Garage Sale:

**A map of every residence participating will be given a few days prior to the event.**

