

## **TOWN OF BELLEAIR**

# **SPECIAL RELIEF PERMIT APPLICATION**

### **PROCESS OVERVIEW**

To address community requests to host/conduct special events and activities, the Commission may provide temporary relief from certain code restrictions via a special relief permitting process.

Permits are required in order for residents to receive temporary variances from code regulations that may include the serving of alcohol on public property (Section 6-2), the generation of excess noise (74-484), the placement of temporary signage (74-572), the allowance of increased street parking, or a handful of other variances. Allowed exemptions only last for the duration of the proposed event.

This process is initiated with the submission this completed application to the Town Manager at least 21 days before any proposed event date. Properties may obtain no more than 2 permits per year. Applications will be approved/denied at a Commission meeting specified by the Town Manager.

If approved, applicants will be issued a Special Relief Permit by the Police Department within three (3) business days along with the receipt of any required permit fee. Permits will then be issued to applicants and will specify authorized dates, times, and conditions-of-use for the approved event/occurrence.

### **PERMITS ARE REQUIRED WHEN ANY EVENT OR ACTIVITY:**

- Will likely result in the violation of any Town Code section
- Will require the waiving of certain Code sections (per the breakdown on page 4 of this document)
- Will likely involve more than 50 participants and/or 20 vehicles in attendance

### **PERMIT FEES**

Permit fees for a Special Relief Permit, as specified by the Town Code (Appendix B, Appeal to the Commission) are listed below. The Commission may waive or refund fees, as deemed necessary.

- |  |           |
|--|-----------|
| • Government entities                  | \$ 0.00   |
| • Non-profit organizations             | \$ 50.00  |
| • Events with fewer than 100 attendees | \$ 50.00  |
| • Events with more than 100 attendees  | \$ 200.00 |

Fee payment may be mailed or made in-person at Town Hall (901 Ponce de Leon Boulevard). Payment may be made in the form of cash, checks (made payable to the Town of Belleair), or credit cards (with a 3% convenience fee added). Fee payment (as applicable) is required prior to permit issuance.

### **COMPLETION OF APPLICATION**

Once it is determined that a special event will require the acquisition of a Special Relief Permit, all of the following application sections must be addressed, completed, and submitted to the Town Manager.

We want this process to be easy for you, so please don't hesitate to contact us at (727) 588-3769 if you have any questions or need any further assistance completing the application.

## EVENT CONTACT INFORMATION

**Applicant Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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\* **NOTE: 100% of event on Public Property**

*\* 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):** \_\_\_\_\_

Role with the Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT OVERVIEW

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_  am /  pm End Time: \_\_\_\_\_  am /  pm

Site Address: \_\_\_\_\_

Current Zoning of the Subject Parcel: \_\_\_\_\_

Expected # of Attendees: \_\_\_\_\_ Expected # of Vehicles (Including Vendors): \_\_\_\_\_

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:

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:

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## **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.
- N/A  **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.
- N/A  **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.*

- N/A  **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.
- N/A  **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.
- N/A  **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.
- N/A  **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.



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

**Date of Application Submission to the Police Department:** \_\_\_\_\_

Received By (Initials): \_\_\_\_\_ Approved By (Initials): \_\_\_\_\_

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:** \_\_\_\_\_

Received By (Initials): \_\_\_\_\_ Approved By (Initials): \_\_\_\_\_

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.*