

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 other variances. Allowed exemptions only last for the duration of the proposed event.

This process is initiated with the submission of 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, and after receipt of required permit fees, applicants will be issued a Special Relief Permit by the Police Department within three (3) business days. 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: Belleair Community Foundation

Address: 903 Ponce de Leon Blvd

City: Belleair **State:** FL **Zip Code:** 33756

Phone: 727-219-1817 **Email:** bcfworks@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): Lisa Mitchels

Role with the Event: Committee member

Address: 345 Barbara Circle

City: Belleair **State:** FL **Zip Code:** 33756

Phone: 727-657-1369 **Email:** lisamitchels@gmail.com

Emergency Contact (MUST BE ON-SITE FOR EVENT): Committee member

Role with the Event: John Rich 

Phone: 727-642-4373 **Email:** Johnrich@bannuminc.com

EVENT OVERVIEW

Event Name: Sup + Slide **Date of Event:** 9/13/19

Start Time: 6 ☐ am / ☒ pm **End Time:** 8 ☐ am / ☒ pm

Site Address: Doyle Park

Current Zoning of the Subject Parcel: Park

Expected # of Attendees: 100 **Expected # of Vehicles (Including Vendors):** 25

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 Code, citing the special relief checkboxes on pages 3 and 4 of this application. Also include an explanation of any measures in place to prevent underage drinking at your event.

Belleair Community Foundation next Mix and Mingle "Sip + Slide" is a planned local event to bring the community together. We will have a couple of water slides, free hot dogs, banana ice. We will sell beer + wine. Music will also be provided.

Will use Port a Potty located at 1705 Laurel.

~~We ask for the possible use of pop up tents~~ ^{bought some.}
Hydrant connection for water supply for slides.

Green stanchions to cord off drinking area

We would like to block off Rosary Road between the two parks for vendors and

safety. Hiring a D.J. Need advice on where to place for electric needs.

BCF may have trailer to dispense beverages

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: Belleair Police Cell Phone: _____

Name: John Rich (BCF) Cell Phone: _____

(1 officer 5pm-9pm)
SJD

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: _____

* BPD will post "NO PARKING" signs in area for the event.

* BCF (w) Belleair Roads are responsible for all barricading and containment of alcohol sales. SJD.

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

Kona Ice Bouncealot Inflatables
Spanky-DJ
BCF Trailer

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

Please mark the categories below for which you are seeking special relief, and attach relevant supporting documents to your application.

- ☒ **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. *New license*
- ☒ **Noise Mitigation Plans (Code Section 74-484):** If requesting to exceed the noise regulations allowed by Town Code, provide an attached explanation of expected noise impacts, including the nature, duration, and location of any amplified sound.
- ☒ **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.

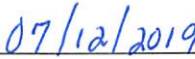
AUTHORIZATION

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. A violation of any of the permit's parameters, any other sections of the Town's Code, or other relevant laws may result in code enforcement or other legal action.

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



Applicant signature



Date

END OF APPLICATION

STAFF WORKFLOW (FOR TOWN USE ONLY)

Date of Application Submission to the Police Department: 7/23/19

Received By (Initials): ST Approved By (Initials): ST

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

If yes, provide an explanation here or attach another sheet: BCF TO PROVIDE BARRICADES,
COPY OF ALCOHOL PERMIT.

Date of Receipt by Parks and Recreation Department: 7/24/19

Received By (Initials): LWA Approved By (Initials): LWA

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: 7/23/19

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: 8/2/19

☒ 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.*

Search Available Items Search >>

***NEW* 30ft Slip n Slide COMBO - UNIT #538 - DCF APPROVED!**



i Setup Area: 18ft W x 40ft L x 15ft H
Outlets: 1 - 15amp outlet
Age Group: 14 years old & UNDER
Water Hose Needed?: Yes

\$217.00

ADD TO CART

Run - Dive - Slide - Turn right... then SLIDE AGAIN!

(SEE MORE PICTURES BELOW)

The Bounce A Lot Inflatables 30ft Slip n Slide Combo is a great way to beat the Florida heat. It's a Slip n Slide AND a SECOND SLIDE in ONE! This Slip N Slide Combo has a

https://bouncealotinflatables.com/items/*new*_giant_velcro_soccer_darts_unit_-_number_327/

Concessions

Tables & Chairs

Packages

FAQs

Weather & Cancellations

My Cart

Search available items



Search Available Items

Search >>



***NEW* GIANT Velcro Soccer Darts UNIT #327**



Setup Area: 30ft x 20ft

Outlets: 1 - 15amp outlet

Age Group: all

Water Hose Needed?: No



\$167.00

ADD TO CART



12:38 PM

6/18/2019



Northstar Application

Extensions

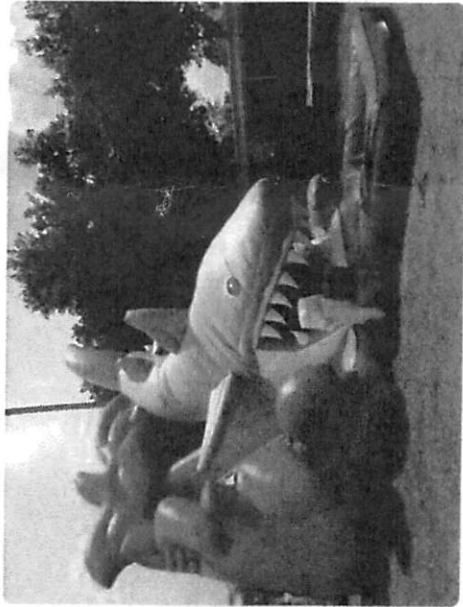
22ft Jaws Water Slide Bounce Ho

+

https://bouncealotinflatables.com/items/22ft_jaws_water_slide_-_units_number_509_plus_605/

Search Available Items

Search >>



22ft Jaws Water Slide - UNITS #509+605

i

Setup Area: 35ft W x 50ft L x 23ft H
Outlets: 3 - 15amp outlets OR 2 - 20amp outlets
Age Group: All Ages
Water Hose Needed?: Yes

\$497.00

ADD TO CART

There's a HUGE SHARK at your event!

(SEE MORE PICTURES BELOW)

The 22ft Jaws Water Slide is pure EYE CANDY. The Bounce A Lot Jaws Water Slide will stop traffic at your event. We have literally seen people turn around when their cars

10:12 AM 7/12/2019

Search available items

Search Available Items Search >>



***NEW* 22ft Radical Water Slide**
***FAST* - UNITS #546+608**

Setup Area: 25ft W x 40ft L x 23ft H

Outlets: 1 - 15amp outlet

Age Group: All Ages - NO TODDLERS

Water Hose Needed?: Yes

\$367.00

ADD TO CART

nothing
here.

Pat Wall Park

Rosary Road

DJ

Kona Ice

BCF

Doyle Park

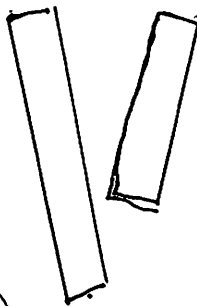
sprinklers

to
Play
in

Darts
target



small
slide





Belleair Police Department

901 Ponce de Leon Boulevard, Belleair, FL 33756
Phone: 727-588-3769 · Fax: 727-588-3786

Application for Police Permit Services *Conditions of Permit*

Fee Schedule

All individuals working a permit assignment will receive a minimum of three and one-half (3½) hours pay per assignment. The per hour charges for police permit services will be calculated at the following rate for officers and a flat rate for the Lieutenant and Chief:

Officer: \$45.00 per officer

Lieutenant: ~~\$165~~

Chief: ~~\$200~~

The above fee schedule is subject to change with a 14-day advance notice to the permittee. All changes made to the fee schedule will be consistent with, and pursuant to, the current police labor contract(s).

General Requirement

Requests for permit assignments will require seven (7) days' prior notice. Exceptions will be at the discretion of the Chief of Police or his designee.

Payment for services should be made by check or money order made payable to the "Town of Belleair."

Payment for services estimated at three thousand dollars (\$3,000) or more will be made by cashier's check or money order.

Permit Cancellation

The Police Department may cancel a permit at any time with or without cause.

The permittee may cancel a permit by contacting the Police Department 48 hours in advance of the date and time of the permit service. If this 48-hour notice is not given, the permittee will compensate the Department at three and one-half (3½) hours pay for each scheduled individual.

To cancel a permit assignment, the permittee should call the Police Department at 727-588-3769 during normal business hours (Monday – Friday, 8:00 am to 5:00 pm). At any other time, an on-duty Belleair Officer should be contacted through the Sheriff's Communications Center at 727-582-6200.


Status of Law Enforcement Officers Performing Service

Law enforcement officers performing services under the terms of a permit will be deemed to be acting within the scope and course of their official duties; their principal responsibility will remain to the Department and/or the general public.

Staffing Provisions

The Chief of Police or his designee will review all permit assignment applications prior to approval. Staffing needs will be evaluated. If a deficiency appears, the permittee may be required to contract for more officers than originally requested.

During a permit assignment, a police supervisor will have the discretion to release individuals from duty in the event their services are no longer needed. In the absence of a supervisor, the officer will contact the Lieutenant or Chief, who may, at their discretion, release the officer(s). Officers relieved under this provision, who have worked less than one half of the contracted time, will be compensated for the minimum three and one-half hours or half of the contracted time, whichever is greater. Officers who are relieved early but have worked one half or more of the contracted time will be compensated for the entire amount.

 VP Belleair Community Foundation, Inc.
Permittee Signature (Authorized Representative)

7/30/19
Date



Belleair Police Department

901 Ponce de Leon Boulevard, Belleair, FL 33756
Phone: 727-588-3769 · Fax: 727-588-3786

Application for Police Permit Services

Permit Number: _____

Please print legibly

Permittee (Name):

Address:

BELLEAIR COMMUNITY FOUNDATION
903 PONCE DE LEON BLVD
BELLEAIR, FL 33756

Billing Address:

same

E-mail Address:

BCFWORKS@GMAIL.COM

Contact Person:

Contact Number(s):

JOHN RICH / LISA MITCHELS
(727) 642-4373

No. of Officers Requested:

1

Service Date(s):

9/13/19

Service Time(s):

5 PM - 9 PM

Service Location:

DOYLE PARK

Assignment Responsibilities:

PARKING, GEN. SECURITY

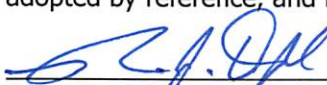
I, JOHN RICH, as the permittee or authorized representative of the permittee, hereby acknowledge the attached "Conditions of Permit" and agree that the permittee will abide by, and be subject to, these conditions in all respects if a permit is issued as a result of this application. In addition, the permittee, through its authorized representative, hereby agrees to hold harmless and indemnify the Town of Belleair and its employees from any and all injuries or damages suffered by the permittee or its employees which may be caused by third parties during the term of any permit that is issued as a result of this application.

I acknowledge that payment for services rendered must be received by the Belleair Police Department by noon on the business day prior to the service date, unless other arrangements are made with the Police Chief or his designee.


Permittee (Authorized Representative)

Permit Approval

The above Application for Permit is hereby granted and, together with the attached "Conditions for Permit," is hereby adopted by reference, and is made a part of and constitutes the terms and conditions of this permit.


Authorized Signature (Police Department)

7-30-19
Date Approved