

TOWN OF BELLEAIR

MAJOR EVENT 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 (Section 74-34 of Belleair's Code of Ordinances).

Within this section of the code, a carve-out exists for "Major Events" which meet at least one of the following requirements:

- Events that are conducted for more than 72 hours
- Events that have anticipated attendance of more than 1,000 people
- Events that will significantly impact public streets, rights-of-way, and the need for emergency services such as police, fire, or medical aid (any event which involves an open invitation to the public falls within this category)

Consideration of any Major Event Special Relief Permit shall require two public hearings before the Town Commission. To inform the community of the public hearings for this event, the Town shall ensure a mailer is distributed to all residents living within a minimum of 500 feet of the event site and mailed at least seven (7) days prior to the first hearing. The applicant may be required to absorb the cost(s) associated with this mailer. A copy of the mailer shall additionally be provided online.

PROCESS TIMELINE

The Major Event Special Relief Permit process is initiated with the submission this completed application (and its exhibits) to the Town Manager at least **60 days** before any proposed event date. To prepare for this deadline, a pre-application meeting shall be held for each application, recommended around **90 days** before any proposed event.

In order to best prepare an application, applicants are encouraged to make initial contact with the Town Manager **180 days** in advance of the event. Properties may obtain no more than 2 permits per year. Applications shall be approved/denied (with or without conditions) at the second public hearing.

If approved, applicants will be issued a Major Special Relief Permit by the Police Department within ten (10) business days along with the receipt of any required permit fee.

APPLICATION AND PERMIT FEES

A fixed \$1,200 application fee shall be assessed to this applicant, as specified by the Town's Code of Ordinances (Section 74-23) (\$200 for any Special Relief Permit plus \$1,000 for a Major Event). This fee covers the cost of Town staff assisting with the planning, permitting, and communication of the event.

In addition to the application fee, applicants for a Major Event Special Relief Permit may incur additional costs relating to the efforts and resources of Town staff during the event in-question. Following the pre-application meeting, Town staff shall provide an estimation of these costs to the applicant. These fees shall be paid in-full prior following approval on second hearing and may will be reconciled following the event.

Permit fees may also be assessed, per any permits required by the Town of Belleair Building Department, Largo Fire Rescue, the St. Pete Clearwater Film Commission, and/or any other permitting agencies.

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.

REQUIRED APPLICATION EXHIBITS

Unless exempted by the Town Manager or presented as optional in the below descriptions, the following exhibits are required as a part of this application. Specific conditions and requirements for these exhibits may be requested by the Town Manager in order for an application to be considered complete.

OVERVIEW

- ☐ **Exhibit A: Event Overview:** Using the form attached to this application, provide an overview of the event in-question and any relevant contact information for it.
- ☐ **Exhibit B: Executive Summary Letter:** An executive summary letter addressed to the Town Commission that details the event and its intent.
- ☐ **Exhibit C: Relief Period:** The specific dates and times for which relief is being requested.

PLANS

- ☐ **Exhibit D: Master Schedule Plan:** A breakdown of the event's major activities, especially pertaining to the flow of traffic and public attendance.
- ☐ **Exhibit E: Master Site Plan:** A map at least 8.5 x 11 inches in size that (at minimum) includes the event entrance(s), gathering places, temporary accessory structures, vending locations, sanitary stations, and emergency response holding locations.
- ☐ **Exhibit F: Sanitary Plan:** If regular on-site restrooms are not sufficient for the event and other accommodations are to be made, provide an explanation of those plans and include their location(s) on the required site layout (*Exhibit E: Master Site Plan*).
- ☐ **Exhibit G: Traffic Control Plan:** Must be created in coordination with the Belleair Police Department and include any road closure(s) or maintenance of traffic (MOT) adjustment(s), along with any locations to be specified as "No Parking" zones.
- ☐ **Exhibit H: Parking Control Plan:** Must include the location(s) of any public parking for the event. Must be created in coordination with the Belleair Police Department if public and/or paid parking is to be available within town limits. This plan must also must designate space for public safety services access and parking.

☐ **Exhibit I: Life Safety Plan:** Must be created in coordination with the Belleair Police Department, Largo Fire Rescue, EMS, and any private security vendors.

☐ **Exhibit J: Event Communications Plan:** Must include main points-of-contact for all public and private agencies involved with running or security the event. Must also include means of communication from the event to the public and any communication coordination efforts being conducted alongside the Town of Belleair.

☐ **Exhibit K: Signage Plan:** Must include designs, specifications, and placement dates of any signage to be displayed on public property within the Town of Belleair.

PERMITS

☐ **Exhibit L: Building Permits:** All necessary Town of Belleair Building Department Permits, specifically as pertaining to temporary electrical installation and/or fencing - may reference *Exhibit E: Master Site Plan*.

☐ **Exhibit M: Fire Permits:** All necessary permits granted by Largo Fire Rescue, specifically as pertaining to temporary accessory structures, tents, bleachers, and/or grandstands.

☐ **Exhibit N: Film Permits:** All necessary permits provided by the St. Pete Clearwater Film Commission.

LICENSURE

☐ **Exhibit O: Certificate of Liability Insurance:** The applicant shall maintain commercial general liability (CGL) insurance per the specifications of the Town of Belleair's Insurance Guide VI (for non-profit/charitable organizations) or Insurance Guide VII (for commercial/for-profit organizations). The applicant shall also provide a Certificate of Liability Insurance for the event with the Town of Belleair listed as additionally insured.

☐ **Exhibit P: Alcohol Licensure:** If requesting to serve alcohol on public property or sell alcohol, attach all necessary alcohol licensure applications. This section may be exempted if the alcohol is to be served solely within a fully-licensed private premises.

SPECIAL RELIEF SECTIONS

Upon submittal of this application, the following sections of Belleair's Code of Ordinances are requested to be waived for the duration of the event, as specified in Exhibit C: Relief Period. The Town Commission reserves the right to attach conditions of issuance as deemed necessary to further the health, safety, comfort, convenience, and welfare of all guests, employees, residents, and vendors, and to protect the Town of Belleair from any undue liability.

☐ **Chapter 58, Article II, Division II: Commercial and domestic equipment and private passenger motor vehicles:** Equipment and passenger motor vehicles shall be permitted to park on grass or other unpaved surfaces that are clearly identified for such purposes and as approved in *Exhibit E: Master Site Plan* and/or *Exhibit G: Traffic Control Plan*.

☐ **Chapter 74, Article IX: Signs:** Regulations regarding the placement, size, and content of signage used for promotional or informational purposes for the event shall be suspended for the duration of the event (as defined in *Exhibit C: Relief Period*). Such signage shall not obstruct traffic or accessibility, or portray non-becoming or inappropriate content, as determined by the Town Manager. Additional street banner, light pole, and other promotional signage may be approved outside of the time constraints of this ordinance via written approval from the Town Manager to the applicant. See *Exhibit K: Signage Plan* for additional information on proposed event signage.

☐ **Section 38-70: Street sale restrictions; ornamental shrubs:** Merchandising on public property shall be permitted in zones designated in *Exhibit E: Master Site Plan* for the duration of the event (as established in *Exhibit C: Relief Period*). Such merchandising must be provided only by authorized vendors of the event.

☐ **Section 74-484: Public nuisance noises:** The volume and conditions regarding nuisance noises shall be lifted for the duration of the event set forth in *Exhibit C: Relief Period*.

☐ **Section 74-485: Noisy work prohibited during certain hours:** The allowable times for noisy work shall be lifted for the duration of the event, as established in *Exhibit C: Relief Period*.

☐ **Other Code Section:** _____

☐ **Other Code Section:** _____

Attach extra sheets, as necessary, for any additional code sections to be considered for relief.

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

Date

Applicant Name (Printed)

EXHIBIT A: EVENT OVERVIEW

EVENT OVERVIEW

Event Name: _____

Site Address: _____

Current Zoning of the Subject Parcel: _____

CONTACT INFORMATION

Applicant: _____

Primary Name (**MUST BE ON-SITE FOR EVENT**): _____

Role with the Event: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Backup Contact (**MUST BE ON-SITE FOR EVENT**): _____

Role with the Event: _____

Phone: _____ Email: _____

Property Owner: _____

Property Owner Representative: _____

Role with the Event: _____

Phone: _____ Email: _____

Backup Contact: _____

Role with the Event: _____

Phone: _____ Email: _____

STAFF WORKFLOW (FOR TOWN USE ONLY)

Date of Pre-Application Meeting: _____

Police Department Representative: _____ **Date:** _____

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

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

Building Department Representative: _____ **Date:** _____

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

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

Parks and Recreation Department Representative: _____ **Date:** _____

Does the Parks and Recreation Department have any objections to this permit? ☐ Yes ☐ No

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

Largo Fire Rescue Representative: _____ **Date:** _____

Does Largo Fire Rescue have any objections to this permit? ☐ Yes ☐ No

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

Town Manager Review Date: _____

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

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

Following the pre-application meeting, staff may recommend conditions around code relief per the “Special Relief Sections” portion of this document. This language may be included along with the final application packet to the Town Commission.

FEES AND AUTHORIZATION

Fixed Application Fee	\$	1,200.00
+ Deposit of Estimated Fees for Employee Accommodation	\$	_____
= Initial Amount Due	\$	_____

Due Date for Initial Amount Due: _____

Final (Actual) Fees of Employee Accommodation	\$	_____
- Initial Amount Due	\$	_____
= Difference <input type="checkbox"/> Due or <input type="checkbox"/> Owed	\$	_____

Due Date for Difference Due or Owed: _____

Date of First Public Hearing: _____ Date of Second Public Hearing: _____

☐ Major Special Relief Permit is **Approved*** ☐ Major Special Relief Permit is **Denied**

Town Manager's Signature

Date of Approval/Denial

**If approved by the Commission, the Police Department will issue a Major Special Relief Permit to the applicant within ten (10) business days. The Police Department will be responsible for enforcing the conditions of the permit before, during, and after the event.*