

**EVENT CONTACT INFORMATION**

**Applicant Name:** April McKnight

**Address:** 6980 Ulmerton Rd #8B

**City:** Largo **State:** FL **Zip Code:** 33771

**Phone:** (727) 687-9632 **Email:** mygirl sareawesome54@gmail.com

Are you requesting that this event is 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):** Carissa Duncan

**Role with the Event:** Wedding Coordinator

**Phone:** (727) 687-1321 **Email:** farrowcarissa5@gmail.com

**EVENT OVERVIEW**

**Event Name:** Brewer Wedding **Event Date:** 11/14/24

**Start Time:** 3:00  am /  pm **End Time:** 4:45  am /  pm

**Site Address:** Hallett Park, 200-298 Bayview Dr, Belleair, FL 33756

**Current Zoning of the Subject Parcel:** Belleair (Town of Belleair)

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

Provide a detailed description of the proposed event in the space 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 event is a small wedding ceremony. The request would violate the parking (ie. road closures) and temporary signage code.

This event would be an hour and half long including set up and ceremony from 3:00-4:50. We are requesting side street parking for this event. And use of a sign to direct guest to wedding site.

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 of the vendor, company contact information, and ensure a parking plan is attached.

Vendor: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Grant Hemond. Associates, Inc. (mobile DJ) 727-376-8770

## **REQUIRED APPLICATION ATTACHMENTS**

*Unless exempted by Town staff, 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) in 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 (more than 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.
- Other:** \_\_\_\_\_

**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 damage to public property that may result from the requested event.

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

*April McKnight*  
\_\_\_\_\_  
*Applicant signature*

9/30/24  
\_\_\_\_\_  
*Date*

**END OF APPLICATION**

Megan & Ray  
11/16/24

Clearwater  
Harbor

📍 Ceremony

Bay View Drive



**\*Best Place to Park\***

Palmetto rd



Ocala rd

Sarasota rd



Orlando rd

Palmetto rd



Ponce De Leon Blvd



To The Town of Belleair

I approve for Megan Farrow and Ray Brewer to use the portion of Hallet park that is right near my residents for their wedding ceremony on November 16<sup>th</sup>, 2024, from 3:00 pm-4:45 pm.

Name: James L Spencer (727) 584-3554

Address: 4 Baybrook Place Belleair FL 33706

Date Signed: 10/4/24

  
SPENCER

To The Town of Belleair

I approve for Megan Farrow and Ray Brewer to use the portion of Hallet park that is right near my residents for their wedding ceremony on November 16<sup>th</sup>, 2024, from 3:00 pm-4:45 pm.

Name: 

Address: 155 Bayview Drive, Belleair

Date Signed: 10/4/2024

To The Town of Belleair

I approve for Megan Farrow and Ray Brewer to use the portion of Hallet park that is right near my residents for their wedding ceremony on November 16<sup>th</sup>, 2024, from 3:00 pm-4:45 pm.

Name: Lindsey Anzalone

Address: 163 Manatee Rd

Date Signed: October 4th, 2024



To The Town of Belleair

I approve for Megan Farrow and Ray Brewer to use the portion of Hallet park that is right near my residents for their wedding ceremony on November 16<sup>th</sup>, 2024, from 3:00 pm-4:45 pm.

Name: Tyler Purtil

Address: 105 Manatee Rd, Belleair, FL

Date Signed: 10/4/2024

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

Police Department Representative: Allison K. Daniels Date: 10/17/24

Signature: 

Estimated Department fees: \_\_\_\_\_

Does the Police Department recommend approval of this permit?  Yes  No

Notes: \_\_\_\_\_  
\_\_\_\_\_

Public Works Representative: Ryan Womick Date: 10/17/24


Signature: 

Estimated Department fees: \_\_\_\_\_

Does the Public Works Department recommend approval of this permit?  Yes  No

Notes: Place "No Parking Signs" along Palmetto and Bayview.  
\_\_\_\_\_

Finance Department Representative: Janette Freeman Date: 10/17/2024

Signature: 

		Due Date:	Date of Receipt:
Application Fee:	\$ 50.00	10/3/24	10/3/24
Total Estimated Town Staff Fees:	\$ n/a	n/a	n/a

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town Manager: Ashley Bernal Date: 10/29/24

Signature: 

Does the Town Manager recommend approval of this permit?  Yes  No

Notes: Gay out of town

Date of Commission Decision: November 12, 2024

Special Relief Permit is **APPROVED**  Special Relief Permit is **DENIED**

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Town Manager Signature*

\_\_\_\_\_  
*Date of approval/denial*

**FINAL FEES**

Final (Actual) Town Staff Fees:	\$
Initial Amount Due:	\$
<b>Difference</b> <input type="checkbox"/> <b>Due</b> or <input type="checkbox"/> <b>Owed</b>	\$

Due Date for Difference Due or Owed: \_\_\_\_\_ Date of Receipt (*If Due*): \_\_\_\_\_

APRIL K McKNIGHT  
6980 Ulmerton Rd  
Apt 8b  
Largo, FL 33771

5036  
63-466/631

10/4/24 DATE

PAY TO THE  
ORDER OF

Town of Belleair

\$ 50.<sup>00</sup>

fifty dollars & 00/100

DOLLARS



Photo  
Safe  
Deposit  
Data on back

REGIONS

FOR

Event Fees

April McKnight

⑆063104668⑆ 0273264245⑈05036

Microfilm Check

THE BANK OF TAMPA  
FOR DEPOSIT ONLY  
TOWN OF BELLEAIR  
101029527

FOR DEPOSIT ONLY  
TOWN OF BELLEAIR  
OPERATING FUND  
ACCT# 10129527

App fee received  
with application 10/4/24

Amanda Orskovich