CITY OF APOPKA
DEVELOPMENT REVIEW COMMITTEE

DATE: **June 22, 2016**
TIME: **9:00 AM Development Review Committee Meeting**
LOCATION: **120 E. Main Street (Administration Conference Room – 1st Floor)**

I. Staff Comments on the following:

A. Special Events:

1. Event: The Rotary Club of Apopka
Dates: Thursday, March 9, 2017 Time: 5:00 pm thru 10:00 pm
Friday, March 10, 2017 Time: 5:00 pm thru 11:00 pm
Saturday, March 11, 2017 Time: 12:00 pm thru 11:00 pm
Sunday, March 12, 2017 Time: 12:00 pm thru 8:00 pm
Location: Kit Land Nelson Park

B. Concept Plan: None

C. Site Plans:

2. Piedmont Plaza SPR16-10
Redevelopment Plan/Final Development Plan/Major Site Plan
Parcel No. 12-21-28-0000-00-003
Location: 2302-2444 E. Semoran Boulevard

D. Subdivisions/Plats:

3. Sandpiper Road PR16-12
Final Development Plan
Parcel No.'s: 03-21-28-0000-00-023, 03-21-28-0000-00-119,
03-21-28-0000-00-115, 03-21-28-0000-00-046,
03-21-28-0000-00-073, 03-21-28-0000-00-072
03-21-28-0000-00-022, 03-21-28-0000-00-047,
02-21-28-0000-00-131, & 02-21-28-0000-00-106

4. Emerson North Townhomes PR16-13
Master Plan/Preliminary Development Plan
Location: 1701 Ocoee-Apopka Road
Parcel No.: 20-21-28-0000-00-001

E. Street Name Review: None
F. FLUM / Rezoning: None
G. Special Exception: None

II. Other Business:

A. Public Hearing: None
B. Vacate/Variance: None
C. Request for Extension: None
D. Discussion:

5. NW Bus Depot – Landscape (SPR16-15)
6. Avian Pointe Master Plan (PR14-11)

E. Peddlers Permit: None
F. Plan Final Review and Sign-off: **Projects at "Zoning Counter"**

Please direct any comments or questions concerning the items scheduled for this meeting to the Community Development Department at (407) 703-1712.

David B. Moon

David B. Moon, AICP,
Planning Manager

Backup material for agenda item:

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   Location: Kit Land Nelson Park

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Special Events Permit

Applicants Information

Name of Applicant: **Bill Spiegel** Phone: **407-925-4382**

Address: **PO Box 7** City: **Apopka**

ZIP: **32704** Email address: **ApopkaRVP@gmail.com**

Secondary Contact: **Chris DeClue** Phone: **407-719-7892**

If Special Event is for an organization, please also complete below

Name of Organization: **The Rotary Club of Apopka**

Tax Exempt: Yes: **X** No: _____ State of Florida Tax Number: **27-0809484**

If claiming tax exemption a copy of 501-C3 and tax exemption certificates must be provided. Taxes will be charged if not provided.

Type of Event

Name of the Event: **16th Annual Apopka Fair**

Date(s) of the Event: **March 9-12, 2017** Hours of Event: **Th. 5-10; Fri 5-11; Sat 12-11; Sun 12-8**

Location of the Event: **Kit Land Nelson Park**

Briefly describe the event and all activities that will occur during the event:

Family Friendly event with Free Admission, carnival rides, car show, food and merchandise vendors, local entertainment and beer/wine garden.

Expected attendance: **3000**

Will there be admission, vendor, participant or other fees: **(Vendor Fees)** Yes: **X** No: _____

Will you be serving alcohol: Yes: **X** No: _____

If yes, you will be required to obtain approval from City Council. Upon final approval you will need to provide a copy of the liquor license.

Special Events Permit *(Continued)*

Type of Event

Description of any equipment being used (Tents, Banners, Signs, Animals, Etc.): _____

Kit Land Nelson Park, Edwards Field, Portable Lights, No Parking Signs

Will you have any street, lane, or sidewalk closures? Yes:_____ No: X

If yes, explain: _____

Once your completed event permit is received the following will happen:

- The event calendar will be checked to make sure there are no conflicting events (if so, you will be notified immediately).
- Your application will be submitted and reviewed by DRC (Development & Review Committee).
- If approved the event may require additional approval from the City Council.
- You may be required to hire off-duty Apopka Police and Fire Fighters depending upon the size of the event.
- Applicants must provide adequate restroom facilities during event.
- Meetings are scheduled, if need be, to solve any conflicts or concerns.
- If approved, your final permit will be sent to you.
- You must have your final permit with you on the day of your event. If you don't provide it when asked, your event may be shut down.

For further information, to determine if the event location is in the City limits, or to inquire about special requirements for your event, please contact the Community Relations and Events Manager, at 407-703-1809, or visit us at 120 E. Main Street, 1st Floor, Apopka, Florida, Monday through Friday, 8:00 a.m. until 4:30 p.m.

HOLD HARMLESS AGREEMENT

I, Bill Spiegel, on behalf of The Rotary Club of Apopka, agree to indemnify and hold harmless the City of Apopka, its agents, employees or any other person against loss or expense including attorneys' fees, by reason of the liability imposed by law upon the City of Apopka except in the case of the City of Apopka's sole negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in consequence of the issuance of the permit or conduct of the assembly or any of its participants, in whole or in part, whether such injuries to persons or damage to property are due or claim to be due to any passive negligence of its employees or agents or any other person. It is further understood and agreed that Apopka Rotary shall, at the option of the City of Apopka, defend the City of Apopka with appropriate counsel and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising hereunder.

Bill Spiegel
PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

5/18/16
DATE SUBMITTED

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS 18 DAY OF MAY, 2016 BY Bill Spiegel., WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED _____ AS IDENTIFICATION.

NOTARY PUBLIC SIGNATURE

Donna Nolan
NOTARY PUBLIC PRINTED NAME

NOTARY PUBLIC STATE OF FLORIDA
DONNA NOLAN
COMMISSION # EE876217
EXPIRES Feb. 19, 2017
BONDED THROUGH
RLI INSURANCE COMPANY

FOR OFFICIAL USE ONLY

DRC APPROVAL:_____ DATE:_____

DRC COMMENTS:

_____

_____

FIRE APPROVAL:_____ DATE:_____

FIRE COMMENTS:

_____

_____

POLICE APPROVAL:_____ DATE:_____

POLICE COMMENTS:

_____

_____

EVENTS APPROVAL:_____ DATE:_____

EVENTS COMMENTS:

_____

_____

RISK MANAGEMENT APPROVAL:_____ DATE:_____

RISK MANAGEMENT COMMENTS:

_____

_____

RECREATION APPROVAL:_____ DATE:_____

RECREATION COMMENTS:

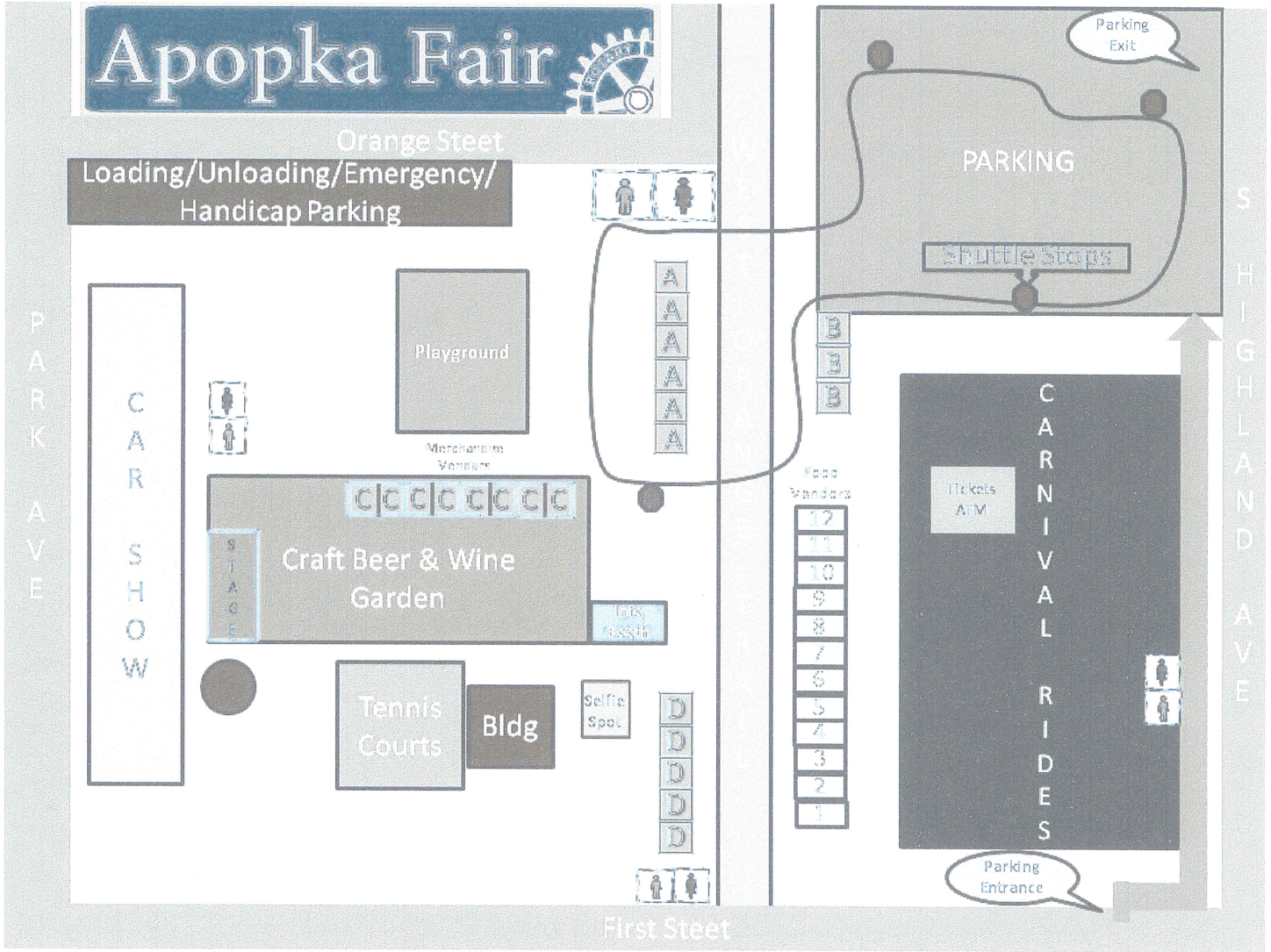
_____

_____

CITY COUNCIL WILL CONSIDER THIS REQUEST SUBJECT TO APPLICANT MEETING ALL CITY REQUIREMENTS ON:

MEETING DATE:_____ APPROVED:_____ DENIED:_____

PERMIT FEE: $50.00 DATE PAID: _____ REC'D BY: _____ DATE EXEMPTED:_____


Apopka Fair
Orange Steet
Loading/Unloading/Emergency/
Handicap Parking
PARK AVE
CAR SHOW
Playground
Craft Beer & Wine
Garden
Tennis
Courts
Bldg
Selfie
Spot
PARKING
Parking
Exit
Shuttle Stops
HIGHLAND AVE
CARNIVAL RIDES
Tickets
ATM
Parking
Entrance
First Steet

CITY OF APOPKA
WAIVER OF SPECIAL EVENT FEES FOR
NOT-FOR-PROFIT ORGANIZATIONS AND CHURCHES

APPLICANT: Bill Spiegel

MAILING ADDRESS: P.O. Box 7 Apopka FL 32704
PO BOX OR STREET CITY STATE ZIP

HOME PHONE# 407-925-4382 WORK # _____

NAME OF ORGANIZATION: Rotary Club of Apopka

MAILING ADDRESS: P.O. Box 7 Apopka FL 32704
PO BOX OR STREET CITY STATE ZIP

CONTACT PERSON: Bill Spiegel PHONE # 407-925-4382

NAME OF EVENT: Apopka Fair ~~+ Fall Family Festival~~

DATE(S) OF EVENT: _____ TIME(S) OF EVENT: _____

LOCATION OF EVENT: Kit Land Nelson Park

APPLICANT MUST SUBMIT PROOF OF NOT-FOR-PROFIT STATUS WITH THE IRS (501-C3)

Bill Sp
SIGNATURE OF APPLICANT

DATE SUBMITTED TO COMMUNITY DEVELOPMENT

PRINTED NAME OF APPLICANT

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO AND SUBSCRIBED BEFORE ME THIS 19 DAY OF May, 2016,
BY Bill Spiegel WHO IS PERSONALLY KNOWN TO ME OR HAS
PRODUCED _____ AS IDENTIFICATION.

Edith Torres
NOTARY PUBLIC SIGNATURE

Edith Torres
NOTARY PUBLIC PRINTED NAME

(SEAL)

NOTARY PUBLIC STATE OF FLORIDA
EDITH TORRES
MY COMMISSION # FF 089751
EXPIRES: February 13, 2018
Bonded Thru Budget Notary Services

OFFICIAL USE ONLY

DATE APPROVED: _____

Glenn Irby, City Manager

DATE DENIED: _____

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Bill Sp _____
SIGNATURE OF APPLICANT DATE SUBMITTED TO COMMUNITY DEVELOPMENT

_____
PRINTED NAME OF APPLICANT

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Edith Torres
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OFFICIAL USE ONLY

DATE APPROVED: _____

Glenn Irby, City Manager

DATE DENIED: _____

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Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 04/06
03/29/11

85-8015601213C-0	03/16/2011	03/31/2016	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

THE ROTARY CLUB OF APOPKA
FOUNDATION INC
5051 PALM DR
ZELLWOOD FL 32798-6334

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

Important Information for Exempt Organizations

DR-14
R. 04/06

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (FAC).

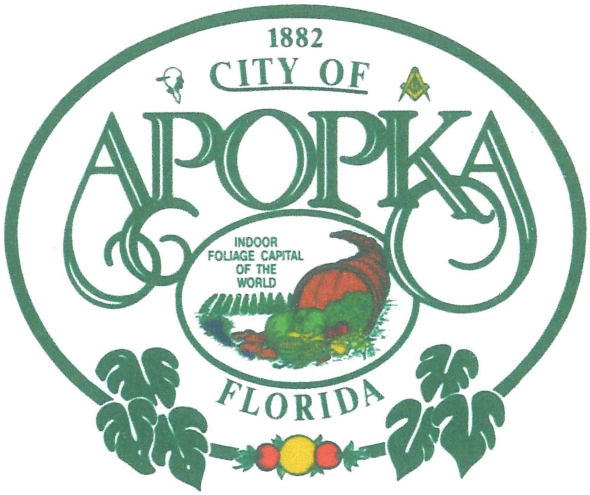
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.

3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.

4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).

5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.

6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is PO BOX 6480, Tallahassee, FL 32314-6480.



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City of Apopka

Special Events Permit Application

Special Events Permit Checklist

- ❑ Completed Special Event Permit Application.
- ❑ A site plan (MAP) or Parade/Race Route *MUST* be submitted with your application. Map must identify location of staging, tents, parking, barricades, vendors, and restrooms.
- ❑ A certificate of general liability insurance listing the "City of Apopka" as 'Additional Insured' must be submitted. Other insurance coverage may be required.
- ❑ A non-refundable application fee of $50.00 or completed application for waiver of permit fee is due when application is submitted.
- ❑ Letter from the property owner granting permission for use of their property.
- ❑ Signed and notarized hold harmless agreement.
- ❑ A list of all concessionaries and vendors (if applicable).
- ❑ Copies of flyers and advertisements (if applicable).

*All applications must be submitted 30 days prior to the event date.

*All required documentation must be attached with the application. A partial application submission will not be accepted.

Tents:
-Copy of Certificate of Flame Resistance for tent.
-City Inspection Sheet signed by Fire/Building Department Officials
-Copy of tent permit from Building Department