

CITY OF AOPKA
DEVELOPMENT REVIEW COMMITTEE

DATE: April 13, 2016
TIME: 9:00 AM Development Review Committee Meeting
LOCATION: 120 E. Main Street (Community Development Conference Room)

I. Staff Comments on the following:

- A. Special Events:
- B. Concept Plan:
- C. Site Plans:
- D. Plats:
- E. Street Name Review
- F. FLUM / Rezoning:
- G. Special Exception:

II. Other Business:

- A. Public Hearing:
- B. Vacate/Variance:
- C. Request for Extension:
- D. Discussion:
 - [1.](#) Special Events - Application Review
 - [2.](#) Brightwood Manor Mobile Home Park
- E. Peddlers Permit:
- F. Plan Final Review and Sign-off: **Projects at "Zoning Counter"**

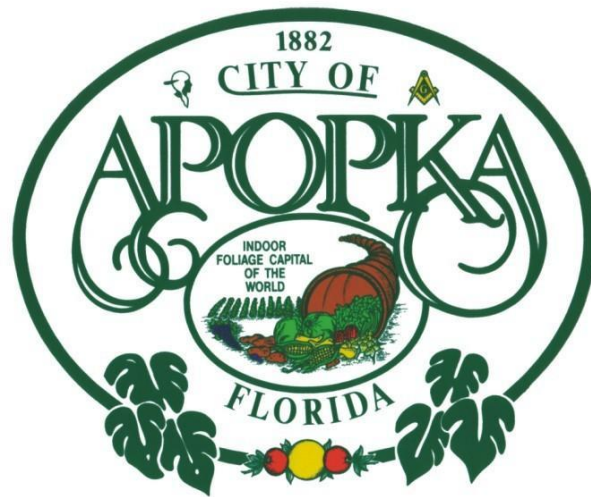
Please direct any comments or questions concerning the items scheduled for this meeting to the Community Development Department at (407) 703-1712.



David B. Moon, AICP,
Planning Manager

Backup material for agenda item:

1. Special Events - Application Review



City of Apopka

Special Events Permit Application

Point of Contact:

Sarah Ryan
City Events Coordinator
407-703-1809
SRyan@apopka.net

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

Special Events Permit

Applicants Information

Name of Applicant: _____ Phone: _____

Address: _____ City: _____

ZIP: _____ Email address: _____

Secondary Contact: _____ Phone: _____

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

Name of Organization: _____

Tax Exempt: Yes: _____ No: _____ State of Florida Tax Number: _____

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: _____

Date(s) of the Event: _____ Hours of Event: _____

Location of the Event: _____

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

Expected attendance: _____

Will there be admission, vendor, participant or other fees: Yes: _____ No: _____

Will you be serving alcohol: Yes: _____ 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.): _____

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

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, _____, on behalf of _____, 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 _____ 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.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE SUBMITTED

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20__ BY _____, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED _____ AS IDENTIFICATION.

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC PRINTED NAME

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: _____

Backup material for agenda item:

2. Brightwood Manor Mobile Home Park



BRIGHTWOOD MANOR MHP -
NEAREST UTILITIES

Legend

 Sewer Pressurized Main

 Water Main

 Brightwood Manor MHP



