

LEVY COUNTY DEVELOPMENT DEPARTMENT

SPECIAL EVENTS PERMIT APPLICATION

This Section For Office Use Only

Filing Date: _____

Application Number _____ - _____

Application Fee: \$50.00 (non-refundable)

Validation Number _____

Permit Fee: _____ (non-refundable)

SECTION I. GENERAL INFORMATION

Applicant's Name: _____ Date: ____/____/____

Address: _____

City: _____ State: _____ Zip: _____

Applicant's Phone Number: (____) - _____ - _____

Property Owner's Name _____

Property Owner's Address: _____

City: _____ State: _____ Zip: _____

Property Owner's Signature: _____

Location of Special Event: _____

Parcel I.D. Number(s) _____

Type of Special Event: _____
(i.e. Tent sale, festival, carnival, circus, equestrian event, social event, fund raiser...)

Name of Event: _____

Requested Dates of Operation: _____

Requested Hours of Operation: _____

Will the Event Be Open To The Public?.....Yes ____ No ____

Will the Special Event Benefit a **Non- Profit** organization?.....Yes ____ No ____

If Yes, Name of Organization: _____

Will There be Alcoholic Beverages Consumed on Premises?Yes ____ No ____

SECTION II. REQUIRED ATTACHMENTS:

1. **Documentation of Property Ownership.** Provide a copy of a warrantee deed, contract for deed or tax statement which includes the property owners name and legal description and/or parcel I.D. number of the property or properties where the special event is to take place . **(Attachment No. 1)**

2. **Authorization.** If applicant is not the property owner, attach a notarized letter of agreement from the property owner of the proposed site authorizing the applicant to act in the property owner’s behalf. If applicable, attach a copy of lease agreement or contractual agreement between “Special Event” applicant(s) and the property owner. **(Attachment No. 2)**

3. **General Location Map.** Attach a general location map with subject property located thereon. (i.e. highlight subject property on a page of land owners atlas or township map) Show all public roadways or connections to the public roadway system proposed to be used for the special event. **(Attachment No. 3)**

4. **A detail site plan.** The site plan shall be drawn at an acceptable scale, and when applicable, must indicate the location of the following items: the location of all ingress and egress points; fire lanes, fire pits or fire rings; on and off premise parking; aisle widths of interior traffic circulation system; potable water sources; restroom facilities; sanitary dump stations; refuse dumpsters; all existing or proposed temporary structures, including tents, rides, concession stands and any other vendors or uses relevant to the special event use of the property.

All items required to be shown on the site plan shall be shown in relation to the property lines, abutting roads, rivers creeks, lakes, existing structures and any other physical features of the proposed site. Although the site plan is not required to be drawn or certified by an engineer or professional land surveyor, the site plan shall of sufficient quality for review of the proposed “Special Event” by all Departments and the BOCC. **(Attachment No. 4)**

5. Certificate of Liability Insurance:

- a. All applications shall include a legible copy of a general liability insurance policy with a minimum general liability coverage of \$1,000,000.00.
- b. Certificates of insurance shall list Levy County as an additional named insured. For the purpose of legal sufficiency, Levy County shall be named on the insurance ACORD form as a “Certificate Holder” or “Additional Insured” as follows:

“Levy County, a political subdivision of the State of Florida, it’s officers, elected officials, agents, employees and volunteers.”

- c. The applicant shall provide documentation that all insurance companies providing certificates of insurance for the Special Event shall be licensed to do business in the State of Florida, and that the insurance company has rating of “A” or better.
- 6. Hold Harmless Affidavit.** An agreement shall be furnished, in the form prescribed by the County, to hold the County harmless from and against all claims, lawsuits, demands, and causes of action for personal injury, property damage, or wrongful death arising out of the acts or omissions of the land owner or the operator of the tent sale, festival, carnival, circus, sporting event, equestrian event or any other approved special event. **(Attachment No. 6)**
- 7. Exhibitors/Concessions.** If applicable, attach complete list of all exhibitors and food concessioners. If on premise consumption of alcohol is proposed attach copy of temporary alcohol license application. **(Attachment No. 7)**
- 8.** If applicable, attach a complete list of all employees and their certificate of qualification as to their duties (i.e. security officers, medical professionals, fire fighter, etc.) **and** provide written documentation that each employee will be issued a means of identification as a staff member. **(Attachment No. 8)**
- 9. Authorization to Enter Premises.** A written authorization by the owner of proposed site, or his duly authorized agent, shall be furnished with the application granting onto the County and its employees, authorization to enter upon the premises and to conduct inspections relating to sanitary facilities, concessioners licensing and refuse collection operations consistent with the approved site plan, and law enforcement at any time as may be necessary to enforce the conditions of approval, county ordinances or laws of the State. **(Attachment No. 9)**

SECTION III. DOCUMENTATION PROVIDED TO REVIEW AGENCIES

Provide documents, agreements, and/or written descriptions as verification of meeting the following minimum requirements of specific review agencies:

1. Furnish source of potable water and method of delivery. **ENVIRONMENTAL HEALTH**
2. Proposed sanitary waste disposal system. **ENVIRONMENTAL HEALTH**
3. Copies of the licensing of the proposed food and drink concessions, including sanitation measures to be observed. **ENVIRONMENTAL HEALTH**
4. Describe living quarters (tents, travel trailers, motor homes, or other structures) to be employed or utilized on site for temporary living quarters, including proposed means of sanitary waste disposal and water supply for occupants. **ENVIRONMENTAL HEALTH and FIRE DEPARTMENTS.**
5. The name of the person responsible for alerting Emergency Medical Services in case of medical emergencies. The event may also require onsite EMS personnel. If required, the application shall include the certification of such EMS personnel, and a description of the medical equipment to be onsite. The EMS personnel and equipment shall be reviewed and acknowledged as adequate by the Director of the Levy County Emergency Medical Services Office based on the specific type of special event requested. **EM. MEDICAL SERVICES**
6. Describe the proposed procedures for fire protection and fire prevention, such as the use of tents that are fire rated, the location of fire extinguishers or the staging of fire fighting equipment. Such protective measures and procedures must meet or exceed any precautions required by the Levy County Volunteer Fire Department Coordinator or closest Volunteer Fire Department. Disclose the proposed location of camp fires or camp fire rings, and any proposed pyrotechnic displays. **FIRE COORDINATOR -or- FIRE DEPARTMENT**
7. Describe any proposed procedures or agreements for onsite security staff or law enforcement coverage of the site, which shall provide traffic and crowd control, security, and other law enforcement needs. This shall be a requirement **when required** by the Sheriff's Office. **SHERIFF'S OFFICE**
8. Provide copies of permits or agreements entered into for the use of any new temporary or permanent driveway connections that may have been required by the Levy County Road Department.

Note: The applicant(s) may be required to provide agreements that have been entered into with the appropriate agencies service providers to provide for the above stated coverage.

SECTION IV. ACKNOWLEDGMENT BY REVIEW AGENCIES

The application and supporting documents **must be reviewed and acknowledged** by the following county agencies prior to presenting a request for a Special Events Permit to the Board of County Commissioners. **Any specific requirements or documentation required by the reviewing agencies shall be provided to the Development Department prior to scheduling a hearing before the Board of County Commissioners.**

Reviewed and Acknowledged by: _____ **Date:** _____

Development Department

Includes comments, conditions or attachments.

Reviewed and Acknowledged by: _____ **Date:** _____

Environmental Health Department

Includes comments, conditions or attachments.

Reviewed and Acknowledged by: _____ **Date:** _____

Sheriff's Department

Includes comments, conditions or attachments.

Reviewed and Acknowledged by: _____ **Date:** _____

Fire Department

Includes comments, conditions or attachments.

Reviewed and Acknowledged by: _____ **Date:** _____

Emergency Medical Services

Includes comments, conditions or attachments.

Reviewed and Acknowledged by: _____ **Date:** _____

Road Department (if applicable)

Includes comments, conditions or attachments.

An application for a Special Event Permit shall be submitted at least 60 days prior to the expected start of the Special Event and must be accompanied by the required mapping, supporting documents and the appropriate filing fee.

The applicant/owner must be present in order for the Board to review the application.

Upon completion of the above application, **please submit the original and 15 copies** to the Levy County Development Department, 622 East Hathaway Avenue, Bronson, Florida, for processing.

Agency Contact Telephone Numbers:

- Levy County Development Department.....352-486-5198
- Department of Health, Division of Environmental Health.....352-486-5301
- Levy County Sheriff’s Office.....352-486-5111
- Levy County Fire Coordinator.....352-486-5218
- Levy County Emergency Medical Services.....352-486-5209
- Levy County Road Department.....352-486-3358
- Florida Department of Transportation.....352-493-607

