



**Community Development Department
Planning & Development Services Division**

201 Highland Avenue
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<h2 style="margin: 0;">Temporary Event Permit Application</h2>	<p style="text-align: center;">For Office Use Only</p> <p>Date _____</p> <p>Reviewer _____</p> <p>BTR _____</p> <p>Fee _____</p> <hr/> <p>Permit Number: _____</p>
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EVENT INFORMATION	
Title of Event: _____	
Purpose of Event: (Please circle one) <div style="text-align: center;"> Outdoor Seasonal Sales / Roadside Vendor / On-site Promotional Event / Special Event </div>	
Event Location (Name of Business, Address): _____	
Indoor, Outdoor or both: _____	Expected Attendance: _____
Set-up Date(s): _____	
Set-up Time: _____	
Event Date(s): _____	
Event Time(s): _____	
Street Closure <input type="checkbox"/>	Tent(s) <input type="checkbox"/> Alcohol License Extension of Premises <input type="checkbox"/>
Temporary Signs <input type="checkbox"/>	Animals <input type="checkbox"/> Sanitary Facilities <input type="checkbox"/>
Fireworks Display <input type="checkbox"/>	
APPLICANT INFORMATION	
Name: _____	Email: _____
Business/Organization: _____	
Address: _____	
City/State/Zip: _____	
Telephone Numbers Day: _____	Evening: _____
Cell: _____	Fax: _____
DAY OF EVENT CONTACT PERSON: _____	
(On-site event manager/coordinator)	(Name, Title)
PHONE (Number on Day of Event): _____	

EVENT LOGISTICS – Please identify locations on an attached site map.

1. Planned event activities:
2. Vendors (must be registered with the City of Largo):
3. Entertainment (detail type; example, bands, DJ, dancers, etc):
4. Will alcohol be available? If so, please detail type and location(s) of service:
5. Event equipment (tents, booths, canopies, stage/platforms, etc. Please include size and quantity):
6. Sound system and hours of amplified sound:

TEMPORARY EVENTS, INCLUDING TENT SALES AND OTHER EXTENSION OF PREMISE PERMITS

The purpose of a temporary event permit is to allow certain reasonable temporary events while minimizing adverse impact upon the public health and welfare by ensuring that temporary events do not obstruct traffic circulation, create a nuisance upon adjacent uses, or interfere with the use and enjoyment of a site by a properly licensed business. The fee is \$75.00 for each temporary event. Please allow (10) ten working days for processing.

(1) Temporary Events shall be subject to the following time limitations for each property:

Temporary Event	Maximum Allowable Time Period for Each Separate Use (per site per calendar year or absolute time limitation, as applicable)
Outdoor seasonal sales	45 consecutive days per sale, not to exceed 90 days total per calendar year
Roadside vendors	15 consecutive days per sale, maximum of 45 days total per calendar year
On-site promotional events	15 consecutive days per event, maximum of 45 days total per calendar year
Special events	7 consecutive days per event, not to exceed 45 days total per calendar year

- (2) Approval from the property management is required for events to be located within properties with multiple tenants. The approval must include a statement that the property management will be responsible for notifying all tenants and responding to any complaints.
- (3) Approval must be obtained from the Community Development Department, Fire Marshall, Police Department, and Solid Waste Division (if applicable).

Required submissions:

- (1) A site plan depicting the location and details of the event and also showing the total number of existing parking spaces on the site, the existing tenant mix, and total square footage of the property must be provided.
- (2) Applicant must contact the Fire Marshall to determine the required submissions for the particular event (i.e., location of electrical connections, tent specifications, etc.)

The following standards shall apply:

- (1) Temporary events shall conform with the uses allowed within the Future Land Use designation of the property where the event is permitted.
- (2) Properties must be in full compliance with all applicable Development Orders.
- (3) No more than 20% of the total required parking spaces may be obstructed during the event.
- (4) The location of restroom facilities to serve the event must be depicted on the site plan.
- (5) Traffic circulation and the sight triangle must not be obstructed. Any changes to the traffic circulation pattern must be clearly depicted on the site plan.
- (6) Stormwater flow shall not be obstructed unless approved by the City Engineer.
- (7) Signs for the event must comply with the standards of this Code.
- (8) The event must comply with setback standards for the property.
- (9) The event must not violate any provisions of the City Code of Ordinances.
- (10) All business tax receipt requirements shall be complied with.
- (11) The event shall not generate public nuisances such as noise, electrical interference, fumes, excessive trash, or hazards.
- (12) No noise shall be created or permitted to be created in an industrial or commercial zone which exceeds those levels given in Table 1, as measured on the adjacent property line.

Table 1
Maximum Noise Levels Permitted in Industrial and Commercial Zone

Zone from which noise emanates	Adjoining Commercial Zone	Adjoining residential zone (7am-6pm Monday through Saturday)
Industrial	72 dBA	66 dBA
Commercial	66 dBA	60 dBA

The maximum permitted noise level emanating from a commercially or industrially zoned district, measured at the nearest adjacent residentially zoned property line for the hours between 6pm and 7am, Monday through Saturday and during all hours of Sunday, shall be 55dBA.

CHECKLIST

- ✓ Letter of authorization from the property owner.
- ✓ Site plan depicting buildings, parking, tents, booths, tables, inflatables and signs.
- ✓ Certificate of Flame Resistance for tents over 10 X 10. The fee for a tent over 10 X 10 is \$50.00 per tent.

- ✓ Zoning form for extension of premises for ABT liquor license, if applicable. There is a \$75.00 fee for sign off of zoning form.
- ✓ Attached Sign Permit application, if applicable. The fee is \$50.00 per sign.

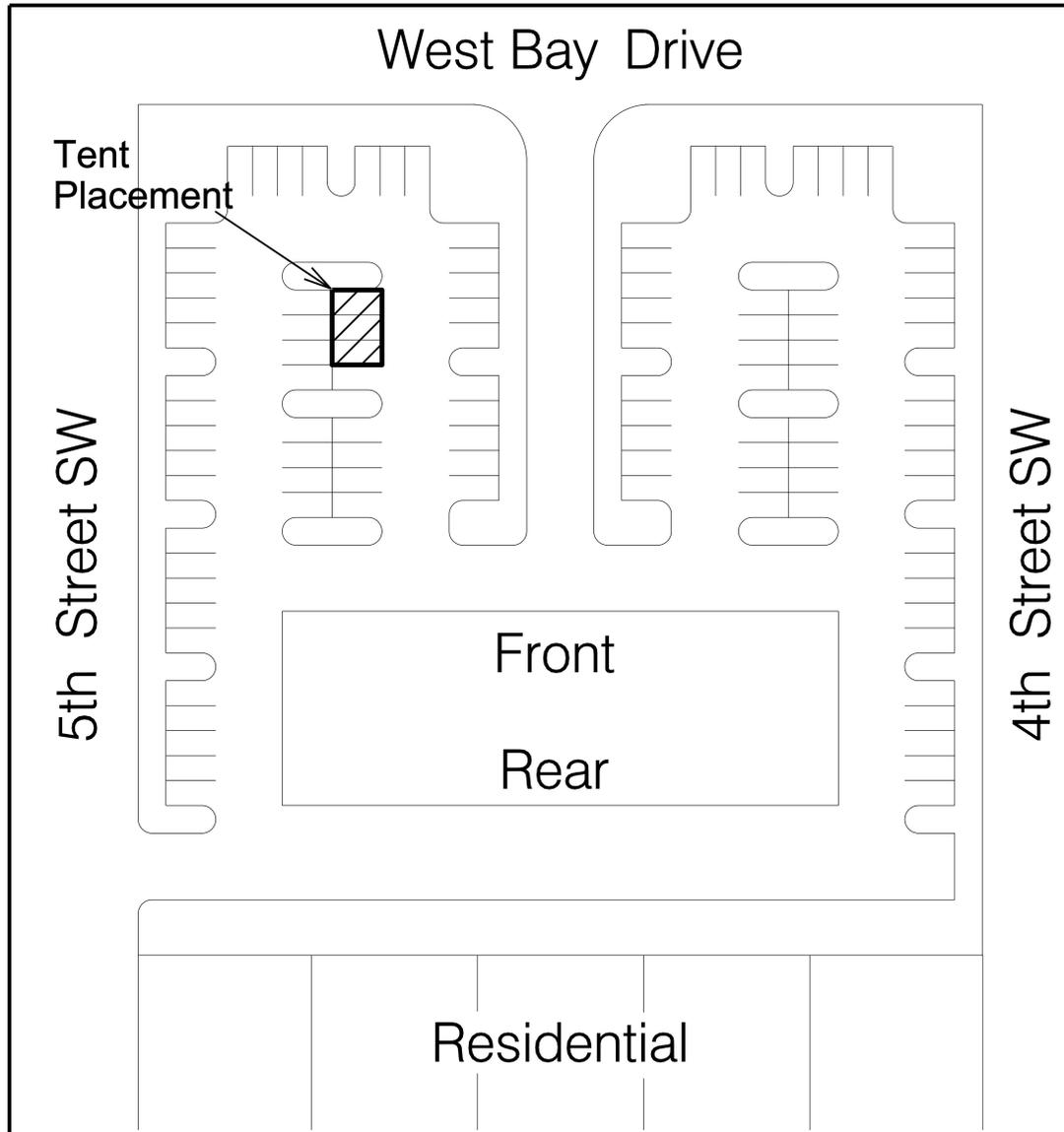
Application Certification (required):

I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge, information and belief. I agree to comply with all Statutes, County and City Ordinances, and the general instructions stated in this application and the special conditions issued by the City in connection with the approval of the Special Event contemplated herein. I, and the organization on whose behalf I make this application, if any, represent, stipulate, contract and agree that we will, jointly and severally, defend, indemnify, save and hold the City harmless from any and all claims, lawsuits, judgments, and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from the exercise of the Temporary Event Permit and performance of the Temporary Event by Applicant, the organization represented by Applicant, its employees, subcontractors, or assigns, including acknowledges that he/she, together with any organization represented by Applicant, shall be solely responsible by complying with the terms of the Permit. I further understand that failure to comply with any of the provisions specified herein, or the unauthorized modifications of any event parameter, may result in immediate cancellation of this event by City officials.

APPLICANT'S SIGNATURE _____

DATE _____

Sample Diagram



Site Map for Event



Site Map Check List

- North Arrow
- Cross Street for Reference
- Vendor Location
- Tent Placement
- Sign Placement
- Inflatable Placement
- Traffic Flow
- Road Blocks
- Garbage Collection
- Power Supply
- Toilets

Additional Comments:
