
CODE COMPLIANCE CERTIFICATION APPLICATION

Special Event Permit

City of Vero Beach Planning & Development Department

1053 20th Place – P.O. Box 1389

Vero Beach, Florida 32961-1389

Phone (772) 978-4550 / Fax (772) 778-3856

Application # _____

Name of Event: _____

Date(s) and Times of Event: _____

Property Address: _____

Parcel ID: _____

Property Owner: _____

Applicant: _____

Mailing Address: _____

Telephone #: _____ Fax or E-Mail: _____

Is alcohol being served? Yes _____ No _____

Description of Event: _____

Site Plan: If the special event involves any outdoor activity or uses, a scaled drawing depicting the general location of the activity and uses on the subject property may be required by the Planning and Development Department. Building, plumbing, and electrical permits may also be required in addition to this permit depending upon the event.

I certify that I have read and agree to comply with any special permit conditions and that this special event complies with the approval criteria and conditions of Section 64.12 (attached). I acknowledge and understand that this permit may be revoked for any one of the reasons listed in Section 64.12.

Applicant Signature

Date

Property Owner Signature

Date

(Print Name)

(Print Name)

Special Conditions: 1) Signs may require separate permits. 2) The site shall be restored to its original condition no later than _____.

Additional Comments: _____

Planning & Development Department Approval: _____

(Authorized Signature)

Date

Application Fee: \$55

SECTION 64.12 SPECIAL EVENTS

(a) *Applicability.* Any special event shall require a special event permit from the planning and development department and required building, electrical, plumbing and other permits as appropriate. An application and non-refundable fee shall be submitted to the planning and development department pursuant to section 64.03.

(b) *Special event definition.* A special event means any occasion, including but not limited to exhibitions, celebrations, festivals, special sales events, shows, and other activities taking place on non-residential private property, that involves on a temporary basis, the occupation of land and/or construction of improvements not identified in an approved site plan or other development approval. Special events shall not include activities to be conducted entirely within public parks or on public right-of-way or vacant property.

(c) *Limitation on the total number and length of special events.* No property shall have more than a cumulative total of 3 such events in any calendar year. The total number of days for all special events on the property shall not exceed 30 days in any calendar year, except for Christmas tree sales. Christmas tree sales may commence no earlier than November 16 and end no later than December 30.

(d) *Permit conditions.* Every special events permit shall have the following conditions and any other conditions that may be required by the planning director or other appropriate authority to address a particular issue related to protecting the public health, safety, or general welfare of the public and the protection of the environment:

- (1) The activity, display and/or sales areas shall not interfere with the approved vehicular circulation system as specified on the approved site plan for the subject property.
- (2) The area of activity, display, and/or sales areas shall not occupy more than 10 percent of the required on-site parking spaces, except where the special event is conducted outside of normal business hours for the approved uses on the site.
- (3) Applicable building, electrical, mechanical, and/or health permits shall be obtained for any temporary structures, utilities, and health and sanitation facilities.
- (4) The maximum hours of operation shall be limited to the period from 7:00 a.m. to 10:00 p.m. daily, except may be as further limited by the planning director to protect the public health, safety, or general welfare, including limiting adverse impacts on adjacent residential uses.
- (5) Any tent used for an activity, display, or sales shall be approved by the fire marshal for fire resistance.
- (6) All temporary structures and utilities for the special event shall be removed and the site returned to its original condition by no more than one day after the last day of the event.

(e) *Approval criteria.* The planning director may approve or conditionally approve the issuance of a special event permit, unless one of the following circumstances exists:

- (1) The applicant has made a material misrepresentation in the application.
- (2) The applicant has not complied with the planning and development department's request for further information.
- (3) The proposed special event will substantially disrupt the peace and quiet within any area of the city.
- (4) The proposed special event will have a substantial negative impact upon traffic within any area of the city.
- (5) The proposed special event will have a material negative impact upon neighboring properties.
- (6) The proposed special event will create a safety hazard.

(f) *Term of permit.* Special event permits issued pursuant to this section shall be effective from the date of issuance through the date specified in the permit.

(g) *Revocation of permit.* The planning director for any of the following reasons may revoke a special event permit:

- (1) A material false statement contained in the application;
- (2) Failure to comply with federal, state, or municipal laws and regulations;
- (3) Failure to comply with the limitations and conditions imposed by the city on the issuance of the special event permit; or
- (4) Conducting the special event in such a manner as to create a public nuisance.

(h) *Appeal of revocation or permit denial.* Notwithstanding section 64.04, any appeal of the planning director's decision to revoke or deny a special events permit shall be to the city manager pursuant to section 2-203 of this Code.