

APPLICATION FEE: \$75.00

(Changes to request after approval requires payment of original fee)

APPL. NO.: _____



PLANNING & DEVELOPMENT DIVISION
1101 EAST FIRST STREET, ROOM 2028
SANFORD, FLORIDA 32771
(407) 665-7441 PHONE (407) 665-7385 FAX
www.seminolecountyfl.gov

APPLICATION FOR AN OUTDOOR SALES PERMIT

Applications for an Outdoor Sales Permit shall include all applicable items listed in the Application Checklist. No application will be reviewed until a complete application (including all information requested below) has been received by the Planning & Development Division. SCLDC 13.1378.

	PROPERTY OWNER	AUTHORIZED AGENT *
NAME		
ADDRESS		
PHONE		
E-MAIL		

PROJECT INFORMATION	
PROJECT NAME	
SITE ADDRESS	
CURRENT USE	
EMERGENCY CONTACT	
GENERAL LOCATION	
PROPERTY ID NUMBER(S)	
SIZE OF PROPERTY	acres
DATE(S) OF EVENT	
DESCRIPTION OF EVENT	
HOURS OF EVENT	
NUMBERS OF ATTENDEES	per day

By my signature hereto, I do hereby certify that the information contained in this application is true and correct to the best of my knowledge, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application. I also represent that I have the lawful right and authority to file this application.

SIGNATURE OF AUTHORIZED APPLICANT*

DATE

** Proof of owner's authorization is required with submittal if signed by agent.*

All applications for a Special Event Permit must include the following:

	\$75.00 Application Fee
	Legal description of subject property in digital format (if applicable)
	Owner Authorization Form: http://www.seminolecountyfl.gov/gm/pdf/OwnerAuthorizationForm.pdf
	Date(s) and hours of the special event
	Estimated maximum attendance : (a) per 24 hour period (b) at any given time
	Descriptions of all performances at the event
	Description of all recording and/or sound amplification equipment, signs or other attention-getting devices which will be utilized in connection with the event
	Description of how security and traffic control will be provided
	Any necessary licenses for the serving of food and/or beverages
	Plan for all signs, on-site and off-site. Must include size, location, and height of all signs. Submit property owners' authorization for any off-site signage.
	Property owners' authorization for any off-site parking.
	The following information must be provided on a conceptual site plan not less than 11" x 17" in size:
	<ul style="list-style-type: none"> • Areas for the serving of food and/or beverages
	<ul style="list-style-type: none"> • Location(s) of structure(s), including any temporary shelters such as tents
	<ul style="list-style-type: none"> • Points of ingress and egress to the site
	<ul style="list-style-type: none"> • Location of music or other amplified noise source(s) in relation to residential areas
	<ul style="list-style-type: none"> • Location of fireworks or other noise sources
	<ul style="list-style-type: none"> • Location of sanitation facilities
	<ul style="list-style-type: none"> • Location of trash receptacles
	<ul style="list-style-type: none"> • Parking plan
	<ul style="list-style-type: none"> • Pedestrian circulation plan, including travel routes for any shuttle vehicles, demonstrating that traffic/parking areas are safely separated from pedestrians
	<ul style="list-style-type: none"> • Location of medical facilities if required by the Public Safety Director