



CITY OF ORMOND BEACH

v3.2013

Planning Department, Building Division

22 South Beach Street, Ormond Beach, FL 32174

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SPECIAL EVENT PERMIT APPLICATION

BUSINESS INFORMATION

Business Name Phone No.

Contact Name Phone No.

EVENT INFORMATION

Street Address of Event

Description of Event

Date(s) of Event

Time(s) of Event

Type of Event (check all that apply):

- Merchant Sidewalk Sale*
- Merchant Tent Sale, No. of Tents
- Civic Event
- Grand Opening Banner
- Non-Profit Organization Event*
- Special Event Banner
- A-Frame Sign
- Fire Burn Permit

* Please provide the following additional information for the Merchant Sidewalk Sale and/or Non- Profit Organization Event:

- A. A scaled sketch detailing the location of the special event area, parking areas, and the location of any planned activities.
- B. Security Plan
- C. Pedestrian and Vehicle Movement Plan
- D. Expected Number of Participants
- E. Types of Temporary Structures
- F. Number of Portable Toilets Provided

CERTIFICATION

I hereby certify that the information provided above is true and correct to the best of my knowledge and that I am aware of the application submittal requirements and review process for this application.

STATE OF FLORIDA
COUNTY OF _____

Signature: _____

The foregoing instrument was acknowledged before me this ____ day of ____, 20__, by _____
as _____ (title*) for _____ (name of corporation*),
who () provided _____ as identification, or () who is personally known to me.

Notary Public, State of Florida
My Commission Expires:

* If you are executing this document on behalf of a corporation please complete the spaces with your title and the name of your company as indicated.

For Office Use Only:

Reviewed and Approved By: Building _____ (initials) _____ (date) Planning _____ (initials) _____ (date)