



Special Event Permit Application Requirements

EMERGENCY AND EVENT MANAGEMENT

Revision Date: 11/17/2021

Form I.D. Number: 034.5

SPECIAL EVENT PERMIT APPLICATION CHECK LIST

SPECIAL EVENT PERMIT APPLICATION

PROOF OF LIABILITY INSURANCE LISTING THE CITY OF CORAL SPRINGS AS ADDITIONALLY INSURED WITH A MINIMUM OF \$1 MILLION DOLLARS

SITE PLAN INCLUDING AERIAL SHOWING WHERE THE EVENT WILL TAKE PLACE, LOCATION, SET-BACK (25 FT. FROM STREET OR CORNER), 12 FEET OF ACCESS FOR EMERGENCY VEHICLES

LETTER FROM OWNER OF THE PROPERTY GIVING PERMISSION TO HOST THE EVENT

LETTER FROM NON-PROFIT (ALL SPECIAL EVENT PERMITS SHALL BE TIED TO A LOCAL/ NATIONAL CHARITY)

SIGN SAMPLE & SIZE – (ONLY ONE ALLOWED; SHOULD ONLY INDICATE NAME, LOCATION, LOGO, TIME AND DATE- 32 SQUARE FEET)

TEMPORARY LIQUOR LICENSE IF SERVING ALCOHOL OUTSIDE

A POLICE DETAIL REQUIRED IF SERVING ALCOHOL OUTSIDE; CONTACT AMY BACKER AT 954-346-1312 (ABACKER@CORALSPRINGS.ORG)

A FIRE WATCH IS REQUIRED IF COOKING OUTSIDE; CONTACT CAPTAIN RALPH TROINO AT 954-346-1396 (RTROINO@CORALSPRINGS.ORG)



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SPECIAL EVENT PERMIT APPLICATION

(Please submit 30 days prior to event)

Application#: _____ Date of Application: _____

Name of Applicant: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

Organization (Non-Profit): _____

Proposed Use or Activity: _____

CITY EVENT

CITY CO-SPONSORED EVENT

Location of Activity: _____

Date(s): _____ Time: From _____ To _____

Estimated # of people on site at any one time: _____

Tent(s): _____ Size(s): _____ Color: **WHITE ONLY**

Site Plan

Aerial View

Restrooms

Signage

Rides

Alcoholic Beverages

Liquor License

(PD DETAIL MAY BE REQUIRED - CONTACT 954-346-1312 FOR MORE INFORMATION)

Food

Open Cooking

Fire Watch Required Time: _____

\$200.00 Deposit

(CONTACT 954-346-1396 FOR MORE INFORMATION)

[REFUNDABLE]

Health Certificate

Sound Equipment

MOBILE FOOD VENDOR TRUCKS: Yes No

Commission Approved 2-Year Pilot Program ending 4/1/2018 - ORDINANCE 2016-101

Must have a minimum 2 food trucks/submit list of trucks & active license from DBPR

FOR CITY USE ONLY					
DATE	DEPARTMENT	APPROVED	DENIED	COMMENTS	INSPECTION REQUIRED
	Zoning				
	Code Compliance				
	Building - Electrical				
	Building - Structural				
	Fire				
	Police				
	Other				
	Payment \$	Check #	Cash <input type="checkbox"/>	Amount: \$	

APPROVED: _____ DATE: _____



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TENT REQUIREMENTS

(Over 10 X 10)

2 SETS OF PLANS

MINIMUM OF 2 SITE PLANS SHOWING WHERE TENT(S) WILL BE LOCATED AND ALL ACCESSIBILITY REQUIREMENTS

“NO SMOKING” SIGNS POSTED OUTWARD FROM EACH SIDE OF TENT

EXIT SIGNS POSTED

4A 10BC FIRE RATED EXTINGUISHERS EVERY 2500 SQUARE FEET

5 GALLON ASH BUCKETS FILLED WITH SAND AND LOCATED UNDER EACH NO SMOKING SIGN

SUFFICIENT EMERGENCY LIGHTING

ELECTRICAL PLANS AND PERMIT APPLICATION WHEN APPLICABLE

LICENSE ISSUED BY BROWARD COUNTY OR STATE OF FLORIDA AS:

AWNING/CANOPY
GENERAL CONTRACTOR
BUILDING CONTRACTOR
RESIDENTIAL CONTRACTOR

THE EVENT ORGANIZER IS RESPONSIBLE FOR ENSURING THAT ALL TENTS ARE PROPERLY ANCHORED & SECURED PER MANUFACTURER'S SPECIFICATIONS



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SPECIAL EVENT PERMIT REQUIRED DOCUMENTATION

The City of Coral Springs issues a Special Event Permit for all social or charitable activities that are conducted up to a period of three (3) calendar days. Special Events Permits include outdoor activities organized by local, educational, civic, rehabilitative, recreational and religious organizations and are intended to regulate such activities in the interest of public health, safety and welfare.

An application for a Special Event Permit should be made ***thirty (30) days*** before an activity is planned.

The following shall be submitted with the application:

1. Completed site plan including:
 - Location of event
 - Time schedule for event
 - Handicapped accessibility plan
 - Number of parking spaces anticipated to be utilized by the event
 - Ingress and egress areas that will remain open for access by emergency vehicles
2. Letter of approval from the owner of the property for the event.
3. Letter(s) of approval from the owner(s) of the property for off-site parking.
4. Proof of Insurance as follows:
 - From the property owner and/or organization sponsoring the event naming the City as additionally named insured.
 - If rides are involved, insurance from the amusement company is required.
5. A Flame Retardant Certificate is required for each tent as well as an approved building permit. *Lighting inside a tent requires an electrical building permit obtained by a licensed electrical contractor.*
6. Canopy's shall be 30-feet from a right-of-way.
7. A Health Certificate for any outdoor food vendor is required.
8. See attached Land Development Code Section 1806 related to Signs.
9. Police assistance for traffic, crowd control and barricades may be required depending on the type of event and length of time.
10. A Fire Department detail is required when cooking is part of the event. The Fire detail shall begin when cooking begins, not when event begins. A \$200.00 refundable deposit is also required when submitting application.
11. *Inspections by the Fire Marshal's Office are mandatory prior to an event. Inspections by the Building Official may be required and shall be completed prior to the event*

City staff reserves the right to require certain events to obtain City Commission approval due to size, length of time or the nature of the event. Anyone requesting a deviation from any of the requirements of the Special Event Permit must receive approval from the City Commission.



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Coral Springs, FL, Code of Ordinances Chapter 20 Special Events

Sec. 20-1. Special events permit required.

(1) Any assembly, meeting, parade or gathering of a group of people, animals, vehicles, or a combination thereof, ("event," collectively) having a common purpose on any publicly or privately owned property which substantially inhibits the usual flow of pedestrian or vehicular traffic or which occupies any public property to the exclusion of others, or any private use of buildings or property which deviates from the established, legal permitted use of such property or building, shall require a special event permit.

(2) Any event held without a special event permit that required such permit shall be a violation of this section and shall be punishable by a five hundred-dollar (\$500.00) civil penalty. Such violation shall be cited to the organizer or organizers of such event and the owner of the real property where such event occurred if such event occurred with the actual or constructive knowledge of the owner of the real property.

(3) Any event that requires a special event permit that operates without a special event permit shall be deemed an illegal assembly and shall immediately disburse upon the request of a law enforcement officer.

(Ord. No. 2021-109, § 2, 6-2-21)

Sec. 20-2. Application.

(1) A person seeking a special event permit shall apply on forms created by the city manager or their designee. This requirement shall not be waived.

(2) Applications shall be submitted to the city manager, or their designee, within the time frames as indicated below:

(a) Any event requiring a special event permit where five hundred (500) or more people are estimated to attend, or if the event will last longer than one (1) day, the application for the special event permit shall be submitted no later than ninety (90) days in advance of the event.

(b) Any event requiring a special event permit where one hundred (100) to five hundred (500) people are estimated to attend, or, an event where under one hundred (100) attendees are estimated to attend and a police or fire detail is requested by the applicant or is required by the police or fire department, the application for the special event permit shall be submitted no later than sixty (60) days in advance of the event.

(c) Any event requiring a special event permit where up to one hundred (100) people are estimated to attend, the application for the special event permit shall be submitted no later than thirty (30) days in advance of the event.

(3) The applicant shall submit the required application fee as set by the city commission by resolution at the time of application. This requirement shall not be waived.



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- (4) The applicant, on behalf of themselves, if an individual, or on behalf of their business entity, shall submit an executed indemnification agreement as drafted by the city attorney's office at the time of application. The requirement to sign and submit the indemnification agreement as drafted by the city attorney's office shall not be waived. The failure to execute and submit the indemnification agreement as drafted by the city attorney's office shall result in immediate denial of the special event permit.
- (5) The applicant shall submit certificates of insurance naming the City of Coral Springs as additional insured at the time of application. Insurance naming the City of Coral Springs as additional insured shall not be canceled or re-issued without thirty (30) days prior written notice to the city.
- (6) The applicant shall submit a completed site plan at the time of application. All site plan requirements shall not be waived.
- (a) The site plan shall include but is not limited to: property boundaries; road access; location of trash receptacles, sanitary facilities, tents or other structures, signage, including sizes of such signs; location of rides, if applicable; location of mobile food truck(s) if applicable; location of parking; location of temporary dwellings, offices, and equipment; and proposed setbacks of activities, fences, booths, and other structures from adjacent properties.
- (b) The city manager or their designee shall begin the site review process within ten (10) calendar days after submittal of the completed application and site plan. The review of the site plan shall include, at a minimum, a review of the site plan for safety, security, parking, signage, and transportation.
- (c) The city manager, or their designee, shall notify the applicant of any and all safety, security, parking, transportation, permitting, and all other issues that were discovered during the site plan review. The applicant then shall have ten (10) calendar days to submit a revised site plan. The revised site plan will be re-reviewed in accordance with this section. The applicant shall have the ability to resubmit the site plan one final time, for a total of two (2) resubmissions if additional revisions are required to the first revised site plan. If the second revised site plan fails to satisfy the issues discovered during site plan review or any re-review, the application shall be denied.
- (d) The site plan shall not be modified after site plan approval by the city.
- (7) The failure to submit a complete application and all required documents at the time of submission shall result in a preliminary denial of the special event permit. The city manager, or their designee, shall inform the applicant that their application is incomplete or required items are missing. The applicant shall then have seven (7) calendar days to complete the application or submit the required documents. If the applicant fails to submit the corrected application and/or documents by 5:00 p.m. on the seventh (7th) calendar day, the application shall be denied.
- (8) Reserved.
- (9) Reserved.
- (10) The city manager may waive the application requirements if strict adherence thereto would create an undue hardship unless such requirement may not be waived pursuant to this section. To



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request a waiver of certain application requirements, the applicant shall submit such request in writing explaining the undue hardship that would be created. If the city manager, or their designee, does not respond to the request within ten (10) calendar days, the request shall be deemed denied.

(Ord. No. 2021-109, § 2, 6-2-21)

Sec. 20-3. Special event permit issuance and denial.

- (1) The city manager shall process the permit within twenty-eight (28) days and have the sole authority to approve, approve with conditions, deny, and/or revoke a special event permit.
- (2) The city manager shall consider the following when determining to approve, approve with conditions, deny, and/or revoke a special event permit:
 - (a) The zoning district of the proposed event;
 - (b) Whether the proposed event is compatible with the surrounding neighborhoods or otherwise would be a detriment to the ambience or aesthetics of the area in which the event is to be located;
 - (c) Whether the proposed event poses a threat to the public health, safety, or welfare of residents, visitors, or businesses of the city;
 - (d) Whether the proposed event requires public safety personnel details, to be paid by the applicant, and such details are unable to be filled by the Coral Springs Police Department or Coral Springs Fire Department;
 - (e) The length of time that the proposed event is to last, provided that no event shall exceed seven (7) consecutive days, except for events that are sponsored by the City of Coral Springs; and
 - (f) All other relevant information available to the city manager.
- (3) The city manager may deny an application for a special event permit on any of the following grounds:
 - (a) The application for permit (including any required attachments and submissions) is not fully completed or executed;
 - (b) The applicant has not tendered the required application fee with the application or has not tendered the required user fee, indemnification agreement, insurance certificate, or security deposit;



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- (c) The application for permit contains a material falsehood or misrepresentation;
 - (d) The applicant is legally incompetent to contract or to sue and be sued;
 - (e) The applicant or the person on whose behalf the application for permit was made has on prior occasions damaged city property and has not paid in full for such damage, or has other outstanding unpaid debts to the city;
 - (f) A fully executed prior application for permit for the same time and place has been received, and a permit has been or will be issued to a prior applicant, thereby authorizing uses or activities which do not reasonably permit multiple occupancy of the particular property or part thereof;
 - (g) The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the city and previously scheduled for the same time and place;
 - (h) The proposed use or activity is prohibited by the law or zoning district in which the activity is proposed;
 - (i) The proposed use or activity occurs in an RS, RD, RC, and RM zoning district;
 - (j) The applicant has not complied with or cannot comply with the applicable licensure requirements, ordinance or regulations of the city, county, and state concerning the sale of goods or services;
 - (k) The applicant has not received authorization from the owner of the real property where the proposed use or activity is to take place; or
 - (l) The proposed real property where the use or activity is to take place has been issued two (2) or more special event permits within a twelve-month period.
- (4) The city manager may revoke a special event permit if the facts the city manager considered, in accordance with paragraph 2 and 3, above, change. If the city manager denies or subsequently revokes a permit, the city manager will provide the applicant/permit holder with written notification and reasons for denial/revocation of the permit.
- (5) Any permit issued that requires police or fire protection as a condition shall provide the number of police officers, firefighters and paramedics, and supervisors thereof that are required to ensure safety at the event. In determining the quantity of personnel needed to provide police or fire protection, the city shall utilize objective criteria to determine the protection personnel required. The city may charge the premium detail rate to the applicant in the event that the permit application is not timely submitted in accordance with this chapter or in circumstances the premium detail rate



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may otherwise be required. The applicant shall prepay the regular or premium off-duty detail rate for the required personnel in advance of the event as a condition of approval.

(6) In the event of any denial or revocation of any permit pursuant to this section, the applicant may appeal such denial to a duly appointed City of Coral Springs Special Magistrate within ten (10) calendar days of such denial. A hearing shall be set within ten (10) calendar days after receipt of a notice of appeal is received. The special magistrate shall decide whether the City of Coral Springs had appropriate grounds for denial or revocation. The formal rules of evidence shall not apply at such hearing, however, fundamental due process principles shall be upheld. In the event that the applicant prevails, the special magistrate shall order the city manager to issue the special event permit subject to reasonable conditions of approval as authorized by the special magistrate. If the city prevails at the hearing, the special magistrate shall issue an order denying the special event permit and levying the cost of the hearing against the applicant.

(Ord. No. 2021-109, § 2, 6-2-21)



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Land Development Code Section 1806

Temporary signs; requirements according to zoning districts

- (H) *Special events signs.*
- (1) Off-site special event signs shall be allowed in the form of a banner that is erected between two (2) permanent banner poles as approved in accordance with temporary use permits as described in section 1015. Information displayed on any banner shall be limited to the event name, location, date and time and one (1) logo. The property owner or authorized agent must contact the community development division for sign placement and guidelines for this special event sign.
 - (2) Such signs shall not be placed within vehicle recovery areas or within sight triangles.
 - (3) Such signs shall be permitted only in pre-selected locations approved by the city manager or his designee.
 - (4) Signs shall be approved in accordance with temporary use permits as described in section 1015.
 - (5) Only one (1) sign per event shall be permitted in any one (1) off-site location.
 - (6) No more than one (1) sign per street frontage (of the location of the event) may be used on-site. The location and design of this sign will be approved in accordance with temporary use permits as described in section 1015.
 - (7) One (1) additional directional sign may be erected on the day of the event only at a strategic location for directional purposes that are not located on a major arterial roadway. The size, location and design of such sign will be approved in accordance with temporary use permits as described in section 1015.
 - (8) Signs may not be posted until fourteen (14) calendar days prior to the event.
 - (9) Signs for all special events must be taken down no more than three (3) calendar days after the event.
 - (10) The city manager or his designee shall approve all signs using the following criteria:
 - (a) The sign shall use lettering designated to be legible from the street;
 - (b) One (1) logo may be utilized without any limitation on the number of colors.
 - (c) The sign shall be compatible with its surroundings;
 - (d) The sign shall be conducive to promoting traffic safety by preventing visual distraction.
 - (11) Such signs are exempt from the permit fees described in section 18011 (b)



CORAL SPRINGS FIRE DEPARTMENT

Inspection Division

2801 Coral Springs Drive
Coral Springs, FL 33065

Phone: 954-346-1396
Fax: 954-346-1387
CoralSprings.org/fire

Monday - Thursday 8:00 a.m. to 5:00 p.m.
Friday 8:00 a.m. to 2:00 p.m.

SPECIAL EVENTS

FIRE SAFETY REQUIREMENTS

1. Cooking equipment used in fixed, mobile or temporary concessions, such as trucks or trailers, shall have the fire suppression equipment including fire extinguishers and hood suppression systems (if applicable) properly maintained and serviced by a Florida State certified company.
2. One 4A10BC fire extinguisher shall be provided for each cooking vendor. In addition, a Class K-Type fire extinguisher is recommended for vendors that are deep frying. All extinguishers shall have a current inspection tag with proper pressure and pin secured in place. Fire extinguishers shall be visible and readily available for use.
3. All propane cylinders must be secured. Small cylinders (20#) can be put in a milk carton type crate. Larger cylinders shall be secured to a stationary object, (fence, pole) except personal type grills with propane cylinders attached.
4. All propane cylinders (other than personal type grills with propane cylinders attached) shall be 10 ft. from the cooking appliance with gas line(s) secured.
5. Deep fryers or pans with grease used for cooking shall have a metal cover plate, (lid) to put on them in case of fire or rain.
6. If cooking under canopy/tent like structure, it shall be of flame resistant material. There shall be a flame resistant tag/label affixed to each canopy/tent.
7. Fire lanes shall be maintained according to permitted plans if applicable.