



CITY OF PORT ORANGE

Department of Community Development
1000 City Center Cir.
Port Orange, FL 32129
Phone: (386) 506-5600 Fax: (386) 506-5699

DATE RECEIVED:

RECEIVED BY:

PERMIT NO.:

SPECIAL EVENT PERMIT APPLICATION

Chapter 58 Article III, Code of Ordinances

Name of Business/Organization Hosting Event: _____

Event Site Address: _____

Event Contact Person: _____

Email Address: _____

Phone: _____

Description of Event: _____

Date(s) of Event: _____ Repeat Event: YES ☐ NO ☐

Time/Hour(s) of Event: _____ Signs: YES ☐ NO ☐

Number of Temporary Merchants: _____ Sign Size: _____

Temporary Power: YES ☐ NO ☐ Tents: YES ☐ NO ☐ Tent Size: _____

SPECIAL EVENT APPLICATION REQUIREMENTS

Application for **Major Special Events** must be submitted at least **forty-five (45)** days in advance of the requested event. **Minor Special Events** must be submitted at least **seven (7)** days in advance.

Required Documents:

1. Letter of request
2. Proof of ownership, written lease, or notarized authorization form
3. Sketch of the event layout on the property
4. Completed application checklist (attached)
5. **Additional Documents for Major Special Events & Block Parties Only (See page 3)**

PERMIT APPLICATION FEES**

- | | |
|---|---|
| <input type="checkbox"/> MINOR SPECIAL EVENTS/BLOCK PARTIES
\$100.00* | |
| <input type="checkbox"/> MAJOR SPECIAL EVENTS (Seven days or less)
\$300.00* | |
| <input type="checkbox"/> MAJOR SPECIAL EVENTS (More than seven days)
\$500.00* | <input type="checkbox"/> TEMPORARY MERCHANT VENDOR
(to be paid by vendor - not permit applicant)
\$250.00 |

* Repeat events on properties in good standing with City departments may be eligible for a reduced application fee.

** Additional fees may apply if City resources such as Public Works or Police Department are requested or required.

Application Checklist

The following must be signed and notarized in acknowledgment of the special event application and event process and requirements. Below is a list of information required to be submitted and/or addressed in order to process a special event application. Items listed below may or may not apply to your event. Please review this checklist before submitting the special event application to ensure the completeness of your application. The City reserves the right to request additional information, attachments, or permits as per the Code of Ordinances and Land Development Code.

☐ **COMPLETED APPLICATION FORM**

☐ **APPLICATION FEE**

☐ **PROOF OF OWNERSHIP, OR WRITTEN LEASE AND OWNER NOTARIZED AUTHORIZATION FORM**

☐ **LETTER OF REQUEST**

Include a letter outlining the details of the event including:

- Name of event
- Location
- Dates and Hours
- General description of proposed activities such as: food distribution, music, entertainment, product display, giveaways, etc.
- List of temporary structures such as: tents, canopies, performance stages, concession stands, trailers, etc.
- Temporary signage
- Number of temporary vendors
- Number of Port-o-lets
- Security (if needed) and any other devices necessary for public safety

☐ **EVENT LOCATION SKETCH**

Include a sketch on a separate page which shows the location of the event and indicates the following:

- Pedestrian access
- Parking and vehicular access
- Vendor display areas
- Tents
- Signage
- Barricades
- Outdoor music venue
- Port-o-lets
- Additional dumpsters or trash cans

❑ **ADDITIONAL DOCUMENTS FOR BLOCK PARTIES**

- Routes for emergency vehicles, private vehicles, and pedestrian traffic must be shown on the site plan/map.
- A petition signed by every property owner whose property connects to the affected street that they are agreeable to the event, as well as the Homeowner's Association (HOA) if applicable. The petition shall include each property owner's name and address printed along with their signature acknowledging they are aware and agree to the street closing for the block party.

❑ **ADDITIONAL DOCUMENTS FOR MAJOR SPECIAL EVENTS ONLY**

Prior to being scheduled for City Council the following must be provided:

- Copy of the signed Special Detail Contract & Traffic Plan from the City of Port Orange Police Department
- Copy of the Traffic Plan Estimate from the City of Port Orange Public Works Department
- Approval from all other jurisdictions if the event passes through jurisdictions other than the City of Port Orange (e.g. Town of Ponce Inlet, City of Daytona Beach Shores, Volusia County Road & Bridges, Volusia County Sheriff's Office, etc.)
- Any other approvals necessary for the event that are outside of the jurisdiction of the City of Port Orange (e.g. Volusia County Lifeguard, U.S. Coast Guard, etc.)

❑ **TENTS**

- A building permit **is not required** for small pop-up tents or canopies 10' X 10' or smaller.
- A building permit **is required** for any large tents or canopies (over 10' X 10').

❑ **SIGNS**

- A building permit for any temporary signage is **not required** for **Minor Special Events**.
- Separate sign permits **are required** for **Major Special Event** temporary signage.
 - Major Special Event signs may be installed 30 days prior to the event and must be removed within 5 days after the event.

IMPORTANT SIGN INFORMATION:

- All signage must be located on the property the event is to be held.
- One sign or banner is allowed
- Maximum sign size is 32 square feet
- Maximum sign height is 8 feet
- Other wind signs such as flags, pennants, ribbons, streamers, feather flags, and balloons are **prohibited**
- Employees, volunteers, or corporate mascots may hold additional signage that directs traffic to the event. However, the person holding the sign may not impede the flow of pedestrian travel on the sidewalk and may not distract or otherwise get in the pathway of any vehicular traffic.

❑ **Miscellaneous**

Please attach any other information you feel may aid Staff and/or the City Council in the review of your special event permit application.

I, _____, hereby acknowledge that the special event permit may be issued a notice of violation, temporary suspension or revoked for any violation of the special event permit and the City shall not be held responsible or liable for any losses to the applicant if such special event permit is revoked.

If any condition or restriction of the special event permit has been violated, the city may issue a notice of violation, temporary suspension or revoke the special event permit when one or more of the permit conditions have been violated. In the event that the special event is of such magnitude that there is an imminent threat to public health, safety or welfare regardless of whether the city has issued a notice of violation or temporary suspension the Administrative Official, may revoke a special event permit without further notice and the event sponsor must close down the event. The special event sponsor must indicate that all non-compliance violations have been resolved, and pay a fee as established by resolution before the special event may be resumed.

I, _____, do hereby acknowledge that I will comply with the requirements of the special event permit.

Special Event Sponsor Signature: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me by means of [☐] physical presence or [☐] online notarization on this _____ by _____, who is personally
(Date) (Name of Person(s) Acknowledging)
known to me or who has produced _____ as identification and who
(Type of Identification)
did (did not) take an oath.

(Signature) Notary Public, Commission No. _____

(Name of Notary typed, printed or stamped)

CITY OF PORT ORANGE SPECIAL EVENTS MATRIX

Category	General Definition	Permit process		Fees*		Duration***	# of Days Limit
		Staff Review	City Council	Permit Fee	Vendor Fee		
Major in conjunction with a Regional Event	Multi-day events held in conjunction with events on the 5-year Daytona Regional Chamber calendar of events (bike weeks, race weeks, etc.)	45 calendar days	yes	<7 days \$300 >7days \$500	\$250 per vendor	Same as Regional event	Parcels < 14 acres = 40 calendar days; Parcels ≥ 14 acres and parcels located in the Riverwalk or
Major	Events that affect jurisdictions other than the City of Port Orange, require roadway closures, request hours of operation beyond 11:00 p.m., or any other event anticipated to impact the surrounding roadway network, surrounding properties, or the safety of the event patrons and residents, as determined by the Administrative Official.	45 calendar days	yes	<7 days \$300 >7days \$500 Repeat event in good standing <7 days \$150 >7days \$250	n/a	7 consecutive days**	Down Under Entertainment Districts = 100 calendar days
Minor	Events that may require city resources/personnel, but only affect the City of Port Orange, do not require roadway closures (except block parties), and are contained on the sponsoring property (e.g. holiday events, art shows, grand openings, business promotions, etc.). Block Parties shall be reviewed as Minor Special Events.	7 business days	no	\$100 Repeat event in good standing \$50	n/a	7 consecutive days** 40 consecutive days if associated with a legal holiday or seasonal minor event	Parcels < 14 acres = 40 calendar days Parcels ≥ 14 acres and parcels located in the Riverwalk or Down Under Entertainment Districts = 100 calendar days

* The permittee must also pay a charge for the use of city personnel, including but not limited to, police officers needed at the site of the special event to help ensure public safety

** Longer duration can be granted by City Council

*** All approved special events shall have 72 hours prior to the event for set up and 72 hours after the event for take down of the event

If you have any questions regarding the Special Events ordinance or fee resolution, please contact Community Development at (386) 506-5601.

Note: The following owner affidavit of authorization is only required when the Applicant is not the Property Owner.

OWNER AFFIDAVIT OF AUTHORIZATION

_____ hereby authorizes _____,
(Property Owner's Name) (Applicant's Name)

and its agents, to make application for _____ to
(Type of Application requested)
the City of Port Orange for property described on the attached application form.

Property Owner's Signature: _____

Please type first and last name of Signatory: _____

Date: _____

**STATE OF FLORIDA
COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online
notarization on this _____ by _____, who is personally
(Date) (Name of Person(s) Acknowledging)

known to me or who has produced _____ as identification and who
(Type of Identification)

did (did not) take an oath.

(Signature) Notary Public, Commission No. _____

(Name of Notary typed, printed or stamped)