Collier County

GMCD Public Portal
Land Development Code
Administrative Code

SPECIAL EVENT PERMIT (SEP)

LDC 5.04.01, 5.04.05, 10.02.06 F
Code of Laws section 118-131 – 118-155
Administrative Code Chapter 4 J.6

Events using or closing the County right-of-way require approval at a scheduled Public Hearing. Applications requiring a Public Hearing shall be made at least 120 days in advance of the event.

All fields must be filled out. **Incomplete submittals will not be accepted.**

Failure to provide a complete submittal will result in an incomplete application and will delay the approval process up to and including the possibility of not approving the event.

Contact Information

Name of Property Owner: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ E-Mail: _____

Name of Applicant/Agent: _____

Business Name/Organization: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ E-Mail: _____

Property Information

Address or General Location of Event: _____

Property ID #: _____ Zoning District: _____

Business and/or Shopping Center Name: _____

Event to be held on: ☐ Private Property ☐ Collier County Property (Coordinate with Risk Management)

Event Information

Date(s) of Event: _____ Time(s) of Event: _____

Name of Event: _____

Has this event been held in the past? ☐ Yes ☐ No

If yes, when, and where: _____

Previous attendance at event: _____ Any incidents reported: ☐ Yes ☐ No

If yes, explain on separate document.

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Event Type

Event Category:	
☐ Antique/Art Fair/Auction/Craft Show	☐ Music Concert/Festival/Entertainment
☐ Bike/Race/Run/Triathlon/Walk	☐ Sales or Promotional Event
☐ Boat/Car Show	☐ Church Event/Community Event/Fundraiser
☐ Farmer's Market	☐ Tournament/Sports Event/Membership Organizations
☐ Fireworks/Pyrotechnics Show	☐ Seasonal Sales or Merchandise
☐ Firework Sales Event	☐ Temporary Mobile Food Dispensing Vehicle(s)
☐ Other: _____	

Event Details

Attendance / Expected Crowd Size:	Submittal Requirements:
☐ Under 250 attendees:	Fire District Correspondence Fire Plan Review Permitting Questionnaire/Checklist
☐ 250 attendees or more:	Crowd Manager Certification(s): 1 per each 250 attendees*
☐ 500 attendees or more:	EMS Correspondence*
☐ 1,000 attendees or more:	CCSO Correspondence*
	*All requirements are applied in addition to above.

Amplified Sound:
Will amplified sound devices (amplifiers, speakers, microphones) be used? ☐ Yes ☐ No
If yes, and devices are located 2,500 feet of residential uses, issuance of an Amplified Sound Permit will be required prior to approval of the event.

Alcohol:
Will alcoholic beverages be sold and/or consumed on the premises? ☐ Yes ☐ No
If yes, what is the name of the vendor servicing the event? _____
What is the series/type of alcohol license used to service the event? _____

If a Temporary Permit or Special Sales License (SSL) for a bona-fide non-profit civic organization is being submitted to the DBPR, provide the DBPR ABT-6003 form to obtain zoning approval.

Banners/Signs:
Will exterior banners, signs, or other types of advertising be used? ☐ Yes ☐ No
Will temporary directional signs be used? ☐ Yes ☐ No
If yes, issuance of a right of way directional sign permit will be required prior to approval of the event.

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Cooking/Catering Areas/Mobile Food Dispensing Vehicles: (select all that apply)

☐ Food cooked on-site ☐ Food catered on-site ☐ Mobile Food Dispensing Vehicles on-site

Identify on a site plan the location of caterers, vendors, mobile food dispensing vehicles, and cooking equipment to be used. Appropriate rated fire extinguishers and proper disposal of grease and refuse will be required. A standard service inspection tag by a licensed contractor is required on hood suppression systems per F.S. 633.071 and FAC 69A-21.

Drones/UAS:

Will the event feature the use of drones or UAS? ☐ Yes ☐ No

If yes, acknowledge the following:

☐ a. All drones/UAS must operate in accordance with FAA and statutory guidelines (F.S. 934.50).
☐ b. Drones are prohibited within 500 feet of any government or courthouse buildings.
☐ c. If a commercial operator, provide a valid copy of the FAA Section 333 exemption.
☐ d. Provide evidence of liability insurance for bodily injury and/or property damage arising from operation of the drone. Limits shall be not less than $1,000,000 each occurrence; $2,000,000 aggregate. Collier County BOCC shall be named as insured.

Please refer to Naples Airport Authority for additional information.

Fireworks Sales Events:

Select one (1) of the following date ranges: *As allowed by F.S. Chapter 791.*

06/20/20__ to 07/05/20__ OR 12/10/20__ to 01/02/20__

Issuance of a permit by the jurisdictional fire district will be required prior to approval of event.

Generators and/or Equipment:

Will exterior power generators or equipment be operated during the event? ☐ Yes ☐ No

Identify on a site plan the location(s), the separations to adjacent tents and mobile food dispensing vehicles and between generators (as applicable), and the method of protection barrier (fencing, enclosures, or other approved means) as required per NFPA 25.1.12.

Parking:

a. Provide an on-site proposed parking plan to demonstrate no more than 25% of improved parking areas and no handicapped parking spaces are purposed for placement of temporary structures, equipment, and merchandise.

b. Will off-site parking be provided? ☐ Yes ☐ No

If yes, provide site map of the off-site parking area and proposed parking plan. The location of off-site parking areas shall be included in event advertisements and temporary event signage.

c. Will a shuttle service to the event or to parking areas be provided? ☐ Yes ☐ No

If yes, provide a copy of the contract and contact information for the shuttle company providing service.

Right-of-Way (ROW):

Will the Right-of-Way be used for signs, parking, or any other use? ☐ Yes ☐ No

If yes, describe the proposed use(s): _____

Issuance of a ROW permit will be required prior to approval of the event.

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Sanitary Facilities:
Will temporary sanitary facilities be provided? ☐ Yes ☐ No
If yes, indicate location on the site plan as well as the service provider.
Company Name: _____ Phone: _____

Security:
Will private security be provided to protect exhibits or equipment brought on-site for this event?
☐ Yes ☐ No

Tents:
Will tents or canopies be used? ☐ Yes ☐ No

If yes, please indicate location, dimensions, and separations between tents and structures (permanent and temporary). A Tent Installation Notification form is required.

Vendors:
Will the event have vendors? ☐ Yes ☐ No

If yes, provide a vendor layout plan with identified and dimensioned area (including separations) of each vendor booth, mobile food dispensing vehicle, food tent/canopy/kiosk, and amusement rides, as applicable.

The completed application, all required submittal materials, and fees shall be submitted to:
Growth Management Community Development Department | GMCD Portal:
https://cvportal.collier.gov/cityviewweb

Questions? Email: GMDZoningFrontDesk@collier.gov

_____ _____
Signature of Authorized Applicant Date

_____
Printed Name of Applicant

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Submittal Requirement Checklist

Requirements for all events:	Required:
Special Event Permit Application Form	☒
Narrative Statement including a description of the proposed uses and the impact of the proposed use on adjacent properties.	☒
Site Plan showing the location of: a. Vendor booths, stages, parking areas, amplified sound devices, activities, etc. b. Tents with dimensions; separations between tents and from existing structures; cooking appliances; streets for pedestrian and emergency access. Sanitary Facilities or proof of consent by business if permanent restrooms are to be used. c. Safe ingress and egress, including emergency access showing width, length and access points. d. Site plan shall reflect emergency access location, fire lane access throughout grounds, all food truck/food tent/retail sales trucks and tent locations and separations. A standard service / inspection tag by a licensed contractor is required on hood suppression systems and fire extinguishers as per FL Statutes 633.071 and FL 69A-21. e. Temporary signage, temporary structures, equipment, merchandise.	☒
Proof of existing garbage collection contract. Contact (239) 252-2380 to obtain.	☒
Temporary Event Recycling Plan Form	☒
Signed Affidavit/Acceptance of County Regulations by Property Owner/Manager (Page 7)	☒
Additional Requirements (as applicable):	
Letter from property owner or property manager granting permission to use subject property for the market event during the requested dates.	☐
Documentation of Non-Profit sponsor as a bona fide nonprofit organization. (IRS 990 or Certificate of Tax-Exempt status)	☐
Letter from Non-Profit Sponsor acknowledging the event is intended to benefit the community at large or a specific group of individuals.	☐
Crowd Manager Certification(s): 1 certificate for every 250 attendees OR hiring of CCSO off-duty deputies (Special Detail) or a trained off-duty firefighter satisfies this requirement. a. Indoor events: Crowd Manager inside event b. Outdoor events: Crowd Manager shall not be in static location (such as patrol car) but moving throughout the event, monitoring activities.	☐
Tent Installation Notification Form, if using tents or canopies.	☐
Fire Plan Review Permitting Questionnaire/Checklist for required plans, codes, systems, and documents. A life safety evaluation may be required in accordance with FFPC 1:10.14.3.	☐

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Correspondence from the Fire District having jurisdiction acknowledging the event.	☐
Correspondence of Emergency Medical Services provider having jurisdiction to conduct EMS evaluation. (500+ attendees)	☐
Correspondence of coordination with Collier County Sheriff's Office. (1,000+ attendees)	☐
Correspondence of coordination with the regulatory State agency. (DBPR, FDACS, FDOH, FDOT, as applicable)	☐
Correspondence of Collier County Risk Management to conduct risk evaluation. (If event is to be located on County owned property, including County Parks)	☐
Correspondence of coordination with Parks and Recreation Division Director. (If event is to be located in a County Park)	☐
Drawing or picture of the banner with dimensions shown.	☐
Description of entertainment as well as scheduled time of performance(s). Indicate stage location as well as location of speakers and direction of sound. Amplification must end by 10:00 p.m. Applicants must comply with the Code of Ordinances, Article IV, Section 54-92. Provide Amplified Sound Permit Number or Acknowledgement of Noise Ordinance.	☐
Current Business Tax Receipt in the event of a temporary sale, when required by FS 205.	☐
Events featuring drones shall provide a copy of UAS license if the event includes the utilization of Unmanned Aircraft Systems (UAS) drones. If a commercial operator, provide a valid copy of the FAA Section 333 exemption. Provide evidence of liability insurance for bodily injury and/or property damage arising from operation of the drone. Limits shall be not less than $1,000,000 each occurrence; $2,000,000 aggregate. Collier County BOCC shall be named as insured.	☐
Events in the Right-of-Way **Applications MUST be submitted 120 days ahead of event.**	
Provide Right-of-Way permit application to include location of signs, barricades, and proposed traffic control plans. This is the responsibility of the applicant and is required in conjunction with coordination with the Sheriff Department and EMS.	☐
If any traffic will affect a State Roadway (State Road 41, State Road 84, State Road 29) a separate permit application must be filed with the Florida Department of Transportation (FDOT). Visit their website at: https://osp.fdot.gov/.	☐
Events closing a state road will require BCC approval of the event and Maintenance of Traffic (MOT) and submittal of official minutes to FDOT for permit approval.	☐
Events that use the right-of-way of any arterial or collector roadway, or any event closing all or part of any County right-of-way between the hours of 7:00 AM through 9:00 AM or 3:30 PM through 6:30 PM will require HEX or BCC approval of the event. Provide a site plan including: Route map that shows the proposed route of the event, areas of assembly or dispersal, parking areas, location of temporary signs, maintenance of traffic signs (such as detour signs, barricades, or cones), stationing of any crowd managers, officers, or flag persons, temporary detours to be utilized by the public, and all temporary construction or structures (stages, booths, water and toilet facilities, etc.).	☐

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Affidavit / Acceptance of County Regulations

I, _____ (print name), ☐ property owner or ☐ property manager of the subject property, permit _____ (business name) to use the property as described herein during the time period indicated and acknowledge the statements below by providing my initials and signature below:

Initial each statement:

_____ I understand that LDC section 5.04.05 F establishes the number of event days allowed at a location and to my knowledge, am within the allowable number of event days on this property.

_____ The area occupied will not exceed more than 25% of the required parking area or the equivalent required off-site parking will be required. The minimum number of handicapped parking spaces pursuant to LDC 4.05.07, shall remain available for use.

_____ No sales, advertising, or other activity related to the special event shall be in the public Right of Way, in accordance with Code of Laws Ordinances section 26-1, or successor sections.

_____ All temporary structures, equipment, merchandise, and parking of vehicles in conjunction with the special event shall be in a parking lot or open space, and at least 10 feet from the property line.

_____ All temporary structures, equipment, and merchandise shall be removed following the conclusion of the event.

_____ Applicants must comply with the Code of Ordinances, Chapter 54, Article VI, and acknowledge the Noise Ordinance.

_____ By acceptance of this permit, I agree to defend, hold harmless, and indemnify Collier County and/or its agents from any and all liability which may arise as a result of the issuance of this permit and agree to conform to applicable provisions of the Collier County Land Development Code or other applicable County Ordinances at all times through the duration of the event.

_____ Mechanical/amusement rides are subject to a Carnival Permit and may require approval from the Board of County Commissioners. This permit application is not valid for any music festival, dance festival, rock festival or similar musical activity at which music is provided within 2,500 feet of any property containing a residential use or of any residential zoning district and such activity will require an Amplified Sound Permit.

_____ _____

Signature of Property Owner or Property Manager Date

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Fees

☒	Special Event Permit – Base Application Fee:	$200.00
☐	North Collier / Immokalee Fire District Special Event Review Fee:	$150.00
☐	Greater Naples Fire Rescue Special Event Review Fee:	$150.00

Contact Information

Collier County Sheriff Department
Edyth Bird, Special Details Coordinator
Edyth.Bird@colliersheriff.org
(239) 252-0529 (office) (239) 285-8062 (cell)

Greater Naples Fire District
Request Acknowledgement Letter for Special Event from GNFD website.

North Collier / Immokalee Fire District
SpecialEvents@northcollierfire.com
(239) 252-2309; (239) 597-9227

Bureau of Alcohol and Tobacco
Fort Myers Office
(239) 344-0885; (561) 650-6753

Collier County Emergency Medical Services (EMS)
Richard Esquerete, Chief
Richard.Esquerete@collier.gov
(239) 252-3740 (office); (239) 293-7239 (cell)

Collier County Parks and Recreation
James Hanrahan, Division Director
James.Hanrahan@collier.gov
(239) 252-4067

Collier County Risk Management
Andrew Kelly, Manager
Risk.Management@collier.gov
(239) 252-8461 (office); (239) 252-8091 (cell)