

A drawing of event layout, parking area, placement of signs and temporary structures must be attached upon application submission.

TEMPORARY SIGN(S) The Sanibel Code permits one (1) on-site sign, not to exceed 12 square feet that may be double-faced, per Special Event. Non-Profit organizations are permitted up to six (6) off-site directional signs, with City Manager approval. **BANNER SIGNS AND BALLOONS ARE STRICTLY PROHIBITED AT ALL TIMES.**

Please indicate sign size, type, and location of **On-Site sign:** _____
Please indicate sign size, type, and locations of **Directional Signs (Non-Profit Organizations only):** _____

NUMBER OF VENDORS: _____ *Vendors must have a Sanibel Business Tax Registration/Receipt (BTR), if applicable.
VENDOR #1 BUSINESS NAME: _____ **ADDRESS:** _____
VENDOR #2 BUSINESS NAME: _____ **ADDRESS:** _____
VENDOR #3 BUSINESS NAME: _____ **ADDRESS:** _____

TEMPORARY TENTS AND STRUCTURES - Including arches, tents (specify number of tents and tent size), chairs, tables, bounce houses, dunk tanks, etc. Tents exceeding 120 square feet require a tent permit (per tent) from the Building Department and a fire inspection.

Tent #1 Size: _____ Tent#2 Size: _____ Tent #3 Size: _____
Temporary Structure Type: _____ Quantity: _____
Temporary Structure Type: _____ Quantity: _____
Temporary Structure Type: _____ Quantity: _____

TRAFFIC CONTROL PLAN: Please attach traffic control and parking plan for events requiring off-site parking or pedestrian street crossing.

A Business Tax Receipt or Business Registration is required to work in the City of Sanibel. Please provide your Sanibel Business Tax Receipt Number or Business Registration Number # _____

Are Police Services, such as Traffic/Pedestrian Control or Event Security requested? Yes No

NUMBER OF OFFICERS: _____ **DATE:** _____ **TIME:** _____

The rate is \$135 for a 3-hour minimum shift, per staff member and \$45, per staff member, per hour thereafter. In the interest of public safety, the Sanibel Police Chief may require an applicant retain Police Services as a condition of granting a Special Events Permit, in which case, applicant is responsible for payment of fees as described above.

Will amplified music be played? Yes No *Must comply with Noise standards, Sanibel Code Chapter 30, Article III.

Will City property, public right-of-way or other public property, parks, beaches, etc. be utilized? Yes No

If yes, please identify right-of-way and/or public property/park name: _____

EVENTS HELD AT COMMUNITY PARK – SMOKING IS PROHIBITED at Community Park. Applicant is responsible for ensuring compliance with this policy. **Failure to do so will be in violation of this permit, may lead to forfeiture of deposit, and may constitute a violation of City Policy.** Spot maintenance will be provided at Community Park by the City of Sanibel Public Works Department between the hours of 8 a.m. to 5 p.m., daily. In addition, for overnight events, applicant is responsible for bathroom maintenance (emptying trash containers, stocking of toilet paper and paper towels) between the hours of 5 p.m. and 8 a.m.

EVENTS HELD ON CITY PROPERTY: Liability Insurance in the amount of \$1,000,000 listing the City of Sanibel as an additionally insured party may be applicable for certain events held on City property. Proof of insurance must be provided before application is approved.

NOTE: If event is held on City property, such as a City Park or City Hall, **alcohol is prohibited** unless approved by City Council. A rental fee and deposit is applicable for use of certain City Properties. Please contact the City Manager's Office at (239) 472-3700 for information regarding fees and deposits.

Will alcoholic beverages be served or sold? Yes No

If yes, please contact the **Division of Alcoholic Beverages and Tobacco at (239) 344-0885**, to determine if you are required to obtain a liquor license. If a liquor license is required, applicant must submit the application for a liquor license attached to this application for review and approval by the Planning Department.

Will food and/or drink be served or sold? Yes No (Appropriately rated fire extinguishers required)

If this is an outdoor event, vendor may require a Lee County Department of Health Permit or a License from the Division of Business and Professional Regulation. **To find out if you need a Health Department Permit or license, please call the Lee County Health Department at (239) 690-2100 or Division of Business and Professional Regulation at (850) 487-1395.**

Will temporary sanitary facilities be provided? Yes No If yes, indicate location on site plan.

Will trash receptacles, dumpsters and recycling containers be provided? Yes No

If yes, indicate on site plan. Who will provide the receptacles, dumpsters or containers? _____

NOTE: Trash and recycling receptacles must be emptied at the end of each day into a dumpster for multiple day events to discourage the feeding or foraging of raccoons. Failure to do so will be in violation of this permit, may lead to forfeiture of deposit, and may constitute a violation of other City Ordinances.

Is this a Sanibel student or Sanibel youth group event? Yes No

If yes, the fee for a special event permit shall be \$5 so long as proceeds from the event solely benefit a Sanibel student or Sanibel youth group; is a single day event generally not lasting longer than 8 hours; no vendor or related fees are charged (only the youth group fee or contribution is solicited); event is managed and conducted solely by volunteers; and temporary and/or permanent structures are not required. (Ord. 07-016)

Is the applicant an organized homeowners association or neighborhood association? Yes No

If yes, the application fee shall be waived. (Resolution 07-020)

Does event require Vehicle for Hire or a tour bus for guests and participants? Yes No (Ordinance 13-009)

If yes, please list bus/van length _____ seating capacity _____ Name of Company _____

Does event require electrical usage at any City Owned Property? Yes No

A daily power usage fee for electrical connection at any City owned property will apply. (Resolution 07-092)

OWNER OF PROPERTY: If the person/group applying for this permit is not the owner of the property, the property owner must sign this application. If the property owner is unavailable to sign the application, a letter of permission from owner is acceptable.

Property Owner Signature

Print Name

Title

By signature below, it is understood by applicant that this application is subject to review and approval by City staff and may be revoked at any time for non-compliance with rules, local ordinances, state statutes or if the event endangers the health, safety, or welfare of the public. The City reserves the right to cancel the event should any conflicts arise with scheduling, and will give reasonable notice to the applicant for the purpose of rescheduling. During reviews by various City Departments, additional conditions may be imposed. As required by Section 110-83, City services determined necessary for the conduct of the Special Event, such as temporary lighting or police officers to direct or reroute traffic, shall be paid by applicant.

This permit is valid only for the time indicated on this permit. In the event that the applicant fails to fulfill the requirement(s) as set forth in this permit or fails to obtain proper authorization to proceed, if conditions have changed, including but not limited to time, specifications and activities, deposit may be forfeited and the permit may be cancelled.

As applicant, I agree to abide by all conditions and requirements of the City of Sanibel and will comply with *Chapter 110 of the Sanibel Code. Applicant further understands that the use of Fireworks, Explosives and Upward Lighting are prohibited at all times. *Copy available upon request.

Applicant Signature: _____ Print Name: _____

--FOR CITY USE ONLY--

DEPARTMENT COMMENTS

FEES BY
DEPARTMENT:

**COMMUNITY
SERVICES**

\$ _____
Community
Services

PLANNING DIVISION: _____

BUILDING DIVISION: _____

If checked "YES" applicant must comply with attached Tent Standards. Yes No

POLICE

\$ _____
Police

FINANCE

\$ _____
Finance

Business Tax Receipt Verified? Yes No

**NATURAL
RESOURCES**

If checked "YES" applicant must comply with attached Beach Standards. Yes No

RECREATION

\$ _____
Recreation

Comments/Permit Conditions: _____

City Manager Approval

Date

BEACH STANDARDS

There are two main “seasons” where beach activities could impact protected species:

- Snowy Plover and Least Tern Nesting Season: February 15th – September 1st
- Sea Turtle Nesting Season: April 15th – October 31st

Special Events Applicants should be aware that events requested during the above months may be limited in an effort to protect wildlife. All known turtle nests are marked by SCCF staff or volunteers as soon as found. Markers are near the actual nest but not directly above it to minimize the opportunity for egg poaching. Shorebird nests, especially snowy plover nests, are difficult to find and indeed not all are found and marked. All located shorebird nests are marked off by SCCF staff with an enclosure of 20 square feet or more, but the birds also utilize adjacent areas for feeding and resting, sometimes traveling several miles away from the initial nest site to more productive foraging grounds. When juvenile snowy plover chicks hatch, they immediately leave the nest and feed along the shoreline. This means that the general area around the both marked shorebird and sea turtle nesting sites should also be areas of caution for human beach activities.

Beach events during Snowy Plover, Least Tern and Sea Turtle Nesting Season (February 15th through October 31st) shall not include:

- Any activity on the beach prior to sunrise or after sunset
- Lights on the beach or adjacent to the beach prior to sunrise or after sunset
- Any temporary structures other than folding chairs, portable podiums, light-weight arches, light-weight pillars and volleyball nets. All temporary structures must be removed from the beach prior to sunset. Digging of post holes for temporary structures is prohibited.
- Activities within 20 feet of a marked nest or nesting area

Beach events year-round shall **not** include the following:

- Tents (except for personal shade tents less than 10’ x 12’ (120 sq. ft) and sun umbrellas, which are permitted)
- Tables
- Temporary flooring
- Isle runners
- Raking of sand
- Staking of temporary structures
- Flowers (Artificial and Real)
- Balloons, including balloon releases
- Fireworks, including sparklers
- Paper Lanterns
- Releases of any non-native animals such as white doves
- Staging of equipment, furniture or temporary structures within the beach dune system or vegetation. Absolutely no trampling, trimming, or removal of vegetation by applicant or participants.

Open fires, with the exception of campfires used solely for recreational purposes, are not permitted. Campfires are permissible if and only if a permit is secured from the Sanibel Fire & Rescue District authorizing such campfire, and only if such campfire adheres to the restrictions for issuance of such permit and to Sanibel Code Chapter 34, Article IV, Open Burning. Please note such permits are currently being issued only outside the shorebird and sea turtle nesting seasons referenced above.

At no time shall a permitted beach event obstruct or restrict public access. Parking fees must be paid by participants, or appropriate parking permit displayed for parking at City Parks. Hourly parking fees at City Parks will not be waived. Right-of-way parking at, or outside of, City Parks is strictly prohibited.



Sanibel's Straw Ban

Important information for Sanibel businesses and residents regarding Ordinance 18-008 banning sale & distribution of plastic straws within the City of Sanibel

Why Did Sanibel Ban Single-Use Plastic Straws

- * Plastic consumption world wide totaled 335 million metric tons in 2016, meaning each of the world's billions of humans generates over 88 pounds of plastic a year
- * In the U.S., up to 500 million plastic straws are used everyday and many end up in our environment
- * Plastic straws commonly slip through the cracks of waste-recycling processes, polluting our rivers and oceans, threatening marine and other wildlife
- * A growing number of states and municipalities recognize these dangers and are implementing plastic straw bans, many coastal communities in Florida
- * Sanibel believes this ban will help preserve our precious environment and prevent further injurious effects to marine and wildlife

What is Banned & The Exceptions

- * Ordinance 18-008 provides that:
 - A Plastic Straw shall not be sold or distributed within the City of Sanibel in or by any commercial establishment or at any City Facility or City Property or by any Special Event Permittee
- * Ordinance 18-008 does NOT ban food grade paper straws, straws made of composite plant material or straws made of metal, wood, ceramic or similar materials designed for re-use
- * The ban also does not apply to:
 - Pre-packaged beverages that are prepared and packaged outside of the City;
 - Medical or dental facilities;
 - Use of a plastic straw by any disabled person that requires a straw to consume beverages or food supplements;
 - A plastic straw that is included as a part of a re-usable beverage container intended for continued use; and
 - Land or facilities outside the control of the City of Sanibel, such as those owned by Lee County, the State of Florida or the Federal Government

Who is Affected?

- * Ordinance 18-008 applies to any commercial establishment, including sponsors of special events, in the City of Sanibel

When is the Ban Effective?

- * Ordinance 18-008 was adopted on September 10, 2018 and will begin being enforced on January 8, 2019

How Will the Ban be Enforced?

- * The City will conduct an educational campaign for 120 days to inform businesses of these provisions and provide assistance in identifying alternatives
- * After 120 days, on January 8, 2019, the City's Code Enforcement Officer shall enforce violations of the Ordinance, with the penalties as follows:
 - * 1st Offense: Written Warning on file with the City
 - * 2nd Offense: Within any one year period, \$50.00 fine
 - * 3rd Offense: Within any one year period, \$200.00 fine
 - * 4th and Subsequent Offenses within any one year period, \$500.00
- * Each Day that a violation occurs is a separate violation

Questions?

If you have any questions, contact the Community Services Director Keith Williams at (239) 472-6397 or email keith.williams@mysanibel.com

City of Sanibel Special Events –SCHEDULE OF FEES

APPLICATION FEES:

- \$50 Resident \$150 Non-Resident \$50 Annual Retail Sidewalk Sale _____
- \$5 Late Fee, per day @ _____ days _____

DEPOSIT (For events held on City properties)

- \$300 (1-499 participants) \$500 (500-999 participants) \$1,000 (1000+ participants) _____
- \$150 Pavilion Rental Only Deposit

CITY FACILITIES

	Resident	Non-Resident	
<input type="checkbox"/> Community Park – Entire Park (CP)	<input type="checkbox"/> \$475/day	<input type="checkbox"/> \$575/day	@ _____ days
<input type="checkbox"/> (CP) Pavilion	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	@ _____ days
<input type="checkbox"/> (CP) Parking Lot Closure Fee	<input type="checkbox"/> \$125	<input type="checkbox"/> \$250	@ _____ days
<input type="checkbox"/> (CP) Volleyball Court (Hourly)	<input type="checkbox"/> \$10	<input type="checkbox"/> \$20	@ _____ hours
<input type="checkbox"/> (CP) Shuffleboard Court (Hourly)	<input type="checkbox"/> \$10	<input type="checkbox"/> \$20	@ _____ hours
<input type="checkbox"/> Bowman's Beach Pavilion	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	@ _____ days
<input type="checkbox"/> MacKenzie Hall (2 Hour Block)	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	@ _____ hours
<input type="checkbox"/> City Hall Gazebo	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	@ _____ days
<input type="checkbox"/> Recreation Center Pavilion (4 Hour Block)	<input type="checkbox"/> \$150	<input type="checkbox"/> \$300	@ _____ hours

OTHER

	Resident	Non-Resident	
<input type="checkbox"/> Traffic Control Devices (Cones/Barricades)	<input type="checkbox"/> \$1/each	<input type="checkbox"/> \$1/each	qty. _____
<input type="checkbox"/> Traffic Control Devices – Installation	<input type="checkbox"/> \$30	<input type="checkbox"/> \$30	qty. _____
<input type="checkbox"/> Road Closure Fee	<input type="checkbox"/> \$250	<input type="checkbox"/> \$250	qty. _____
<input type="checkbox"/> 110V Power @ City Facilities-Per outlet/day	<input type="checkbox"/> \$10/each	<input type="checkbox"/> \$10/each	qty. _____
<input type="checkbox"/> 220V Power @ City Facilities-Per outlet/day	<input type="checkbox"/> \$20/each	<input type="checkbox"/> \$20/each	qty. _____
<input type="checkbox"/> Temporary Fencing (100 feet/5 Posts)	<input type="checkbox"/> \$10/each	<input type="checkbox"/> \$20/each	qty. _____
<input type="checkbox"/> Temporary Fence Deposit (100 feet/5 Posts)	<input type="checkbox"/> \$40	<input type="checkbox"/> \$40	qty. _____
<input type="checkbox"/> Temporary Fence Installation (100 feet/5 Posts)	<input type="checkbox"/> \$40/each	<input type="checkbox"/> \$40/each	qty. _____
<input type="checkbox"/> Equipment Delivery Fee	<input type="checkbox"/> \$30	<input type="checkbox"/> \$30	qty. _____
<input type="checkbox"/> Tent Permit Fee (Tents exceeding 120 sq.ft.)	<input type="checkbox"/> \$129 (\$54 permit/\$75 SFD Inspection).		
<input type="checkbox"/> Each additional tent permit issued for event will be \$50.	qty. _____	@ \$129	
	qty. _____	@ \$50	

Police Services (\$135/Minimum 3-Hour Shift, \$45 per each additional hour – PER Officer)
 Number of Officers: _____ Number of Hours: _____ Total Police Services _____

TOTAL DUE: _____