

Friends of Don, Inc.

Post Office Box 1531  
Sanibel, Florida 33957  
(239) 246-2981

April 28, 2014

Ms. Judie Zimomra  
City Manager  
City of Sanibel  
800 Dunlop Road  
Sanibel, Florida 33957

Re: Independence Day Parade

Dear Ms. Zimomra,

The members of Friends of Don, Inc. would like to extend the invitation to the City of Sanibel to co-sponsor this year's Independence Day Parade "Stars & Stripes of Sanibel-Captiva. The City of Sanibel has generously waived all the special event fees associated with this event. Your continued support will be truly appreciated by the Friends of Don, Inc. and to those who participate in this event.

We thank you for consideration in this matter and look forward to hearing from you soon.

Respectfully,

A handwritten signature in black ink that reads "Trish Phillips". The signature is written in a cursive style with a large initial "T" and "P".

Trish Phillips  
Committee Member



**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:** N/A Note: Overnight Parking Fee of \$25 per vehicle, per event, for vendors camping overnight on City properties.

**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: 10 x 10 Tent#2 Size: 10 x 10 Tent #3 Size: \_\_\_\_\_  
Temporary Structure Type: Shade for Check-In Table Quantity: 1  
Temporary Structure Type: Shade for Parade Judges Quantity: 1  
Temporary Structure Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

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

**A Business Tax Receipt or Business Registration is required to work in the City of Sanibel.** Please provide your 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:** TBD **DATE:** Friday, July 4 **TIME:** 8:30a.m.-12:00p.m.

The rate is \$135 for a 3-hour minimum shift, per staff member and \$40, 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

If yes, applicant must adhere to Noise standards set forth in Sanibel Code Chapter 30, Article III.

**Will City property, public right-of-way or other public property (beach parks, community parks, etc.) be utilized?**

Yes  No

If yes, please identify right-of-way and/or public property/park name: Periwinkle Way from Tarpon Bay Road to Casa Ybel Road

**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 attach copy of liquor license. If liquor license is not attached, applicant must provide license to the City prior to issuance of a Special Event Permit. To find out if you are required to obtain a liquor license, please contact the Division of Alcoholic Beverages and Tobacco at (239) 344-0885

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 be providing the receptacles, dumpsters or containers? Advanced Disposal Services

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. (Ordinance 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 electrical usage at any City Owned Property?  Yes  No

If yes, a \$10 daily power usage fee for electrical connection at any City owned property will apply for each 110 volt outlet, and \$20 daily power usage fee per 220 volt outlet, per 24-hour day or any portion thereof. (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: Trish Phillips

Print Name: Trish Phillips

PERMIT # \_\_\_\_\_

**--FOR CITY USE ONLY--  
DEPARTMENT COMMENTS**

FEEES BY  
DEPARTMENT:

\_\_\_\_\_  
Planning

\$ \_\_\_\_\_  
Planning

\_\_\_\_\_  
Police

\$ \_\_\_\_\_  
Police

\_\_\_\_\_  
Public Works

\$ \_\_\_\_\_  
Public Works

\_\_\_\_\_  
Building

\$ \_\_\_\_\_  
Building

Tent Standards attachment required? [ ] Yes [ ] No

\_\_\_\_\_  
Finance

\$ \_\_\_\_\_  
Finance

Business Tax Receipt Verified? [ ] Yes [ ] No

\_\_\_\_\_  
Natural Resources

\$ \_\_\_\_\_  
Natural Resources

Beach Standards attachment required? [ ] Yes [ ] No

\_\_\_\_\_  
Recreation

\$ \_\_\_\_\_  
Recreation

\$ \_\_\_\_\_  
**TOTAL**

Comments/Permit Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

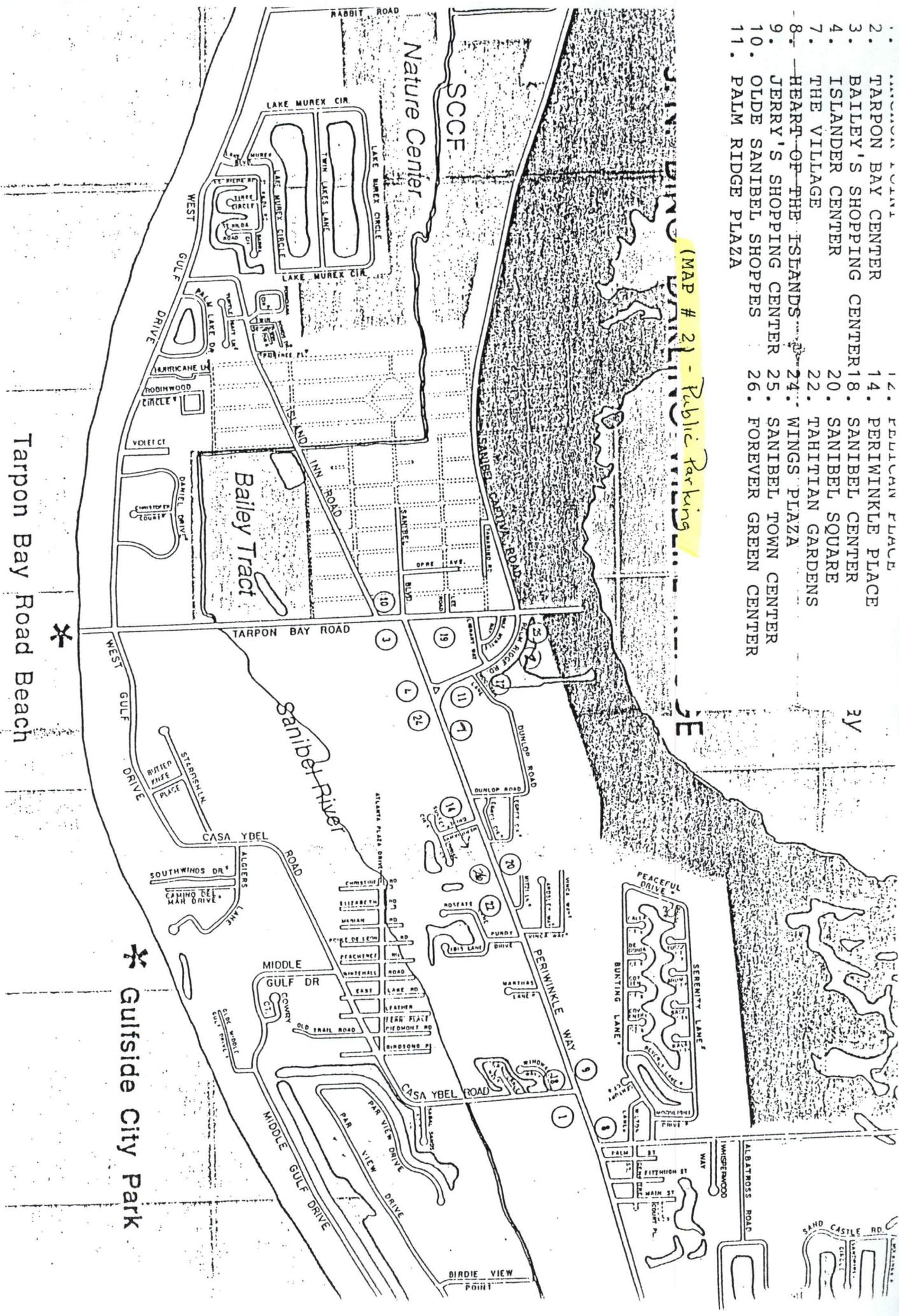
\_\_\_\_\_  
City Manager Approval

\_\_\_\_\_  
Date



1. TARPON BAY CENTER
2. BAILEY'S SHOPPING CENTER
3. ISLANDER CENTER
4. THE VILLAGE
5. HEART OF THE ISLANDS
6. JERRY'S SHOPPING CENTER
7. OLDE SANIBEL SHOPPES
8. PALM RIDGE PLAZA
9. PERIWINKLE PLACE
10. SANIBEL CENTER
11. SANIBEL SQUARE
12. TAHITIAN GARDENS
13. WINGS PLAZA
14. SANIBEL TOWN CENTER
15. FOREVER GREEN CENTER

(MAP # 2) - Public Parking



Tarpon Bay Road Beach

Gulfside City Park

Nature Center

Bailey Tract

Sanibel River

BIRDIE VIEW POINT

SAND CASTLE RD

## **BEACH STANDARDS**

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

- Snowy Plover and Least Tern Nesting Season: March 1 – July 31
- Sea Turtle Nesting Season: May 1 – October 31

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. 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 (March 1<sup>st</sup> through October 31<sup>st</sup>) 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 dusk.
- Activities within 20 feet of a marked nest or nesting area
- Staging of equipment, furniture or temporary structures within the beach dune system or vegetation. Absolutely no trampling of vegetation by applicant or participants.
- Releases of any non-native animals such as white doves

Beach events year –round shall not include the following:

- Tents (personal shade tents less than 10’x10’ and sun umbrellas are permitted)
- Tables
- Temporary flooring
- Isle runners
- Raking of sand
- Staking of temporary structures
- Flowers - Artificial and Real
- Balloons

Open fires are not permitted on Sanibel beaches. A campfire or other fire used solely for recreational purposes are permitted if a permit is secured from the Sanibel Fire Control District authorizing such campfire or other fire used solely for recreational purposes. Applicant must adhere to Sanibel Code Chapter 34, Article IV, Open Burning.

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 City Parks is strictly prohibited.

# City of Sanibel Special Events –SCHEDULE OF FEES

**APPLICATION FEES:**

- \$50 Resident     \$100 Non-Resident     \$50 Annual Retail Sidewalk Sale \_\_\_\_\_
- \$5 Late Fee, per day @ \_\_\_\_\_ days \_\_\_\_\_

**DEPOSIT (For events held on City properties)**

- \$50 (1-100 ppl)     \$100 (101-500 ppl)     \$250 (501-1000 ppl)     \$1,000 (1001+ppl) \_\_\_\_\_

**CITY FACILITIES**

	<b>Resident</b>	<b>Non-Resident</b>	
<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**

- Traffic Control Devices (Cones/Barricades)     \$1/each     \$1/each    qty. \_\_\_\_\_
- Traffic Control Devices – Installation     \$30     \$30    qty. \_\_\_\_\_
- Road Closure Fee     \$250     \$250    qty. \_\_\_\_\_
- 110V Power @ City Facilities-Per outlet/day     \$10/each     \$10/each    qty. \_\_\_\_\_
- 220V Power @ City Facilities-Per outlet/day     \$20/each     \$20/each    qty. \_\_\_\_\_
- Temporary Fencing (100 feet/5 Posts)     \$10/each     \$20/each    qty. \_\_\_\_\_
- Temporary Fence Deposit (100 feet/5 Posts)     \$40     \$40    qty. \_\_\_\_\_
- Temporary Fence Installation (100 feet/5 Posts)     \$40/each     \$40/each    qty. \_\_\_\_\_
- Equipment Delivery Fee     \$30     \$30    qty. \_\_\_\_\_
- Overnight Parking Fee, per RV     \$25    qty. \_\_\_\_\_
- Tent Permit Fee (Tents exceeding 120 sq.ft.)     \$129 (\$54 permit/\$75 SFD Inspection). Each additional tent permit issued for event will be \$54.    qty. \_\_\_\_\_ @ \$129
- qty. \_\_\_\_\_ @ \$54

- Police Services    (\$135/Minimum 3-Hour Shift, \$40 per each additional hour – PER Officer)
- Number of Officers: \_\_\_\_\_    Number of Hours: \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_