



APPLICATION FOR SPECIAL EVENT PERMIT

TOWN OF JUPITER

DEPARTMENT OF PLANNING AND ZONING

210 MILITARY TRAIL, JUPITER, FL 33458

PHONE: (561) 741-2323 ❖ FAX: (561) 744-3116

Check (✓) all that apply:

A

B

C

D

EVENT INFORMATION

Name of Event: _____

Name of Business: _____

Dates of the event (include days, e.g. Mon-Wed): _____

Hours of the event (list each day if hours vary): _____

Description/Purpose of the event _____

Pursuant to Section 27-347 entitled, "Requirements, procedures and fees", special permit applications shall be received the following number of days prior to the proposed event.

Application type A	30 – 45 days prior to the proposed event date	\$100.00
Application type B	60 days prior to the proposed event date	\$400.00
Application type C	30 days prior to the proposed event date	\$300.00
Application type D	90 days prior to the proposed event date	\$700.00

Refunds will not be processed for events that have been submitted and later withdrawn or for events that cannot be processed because of changes to the request.

For a complete copy of Article IV Special Permits Visit Our Town Of Jupiter Web Site www.jupiter.fl.us.

PROPERTY INFORMATION

Property Control Number (PCNs). Attach separate sheet, if necessary. _____

Property's street address _____

Location of property (including proximity to closest major road or intersection): _____

Location of the event on the property(i.e. in parking lot): _____

Future land use designation: _____ Zoning District _____

APPLICANT INFORMATION

Property owner(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Applicant, if other than owner(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Tax exempt number for non-profit corporation: _____

RECIPIENT OF BOND ESCROW

Name: _____ Name of Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

REQUIRED INFORMATION

Attach additional sheets if necessary.

Organization(s) sponsoring the event				
Name	Address	City	State	Phone
Individual(s) responsible				
Name	Address	City	State	Phone
Provide a comprehensive list of vendor(s)/subcontractor(s)				
Name	Address	City	State	Phone

Estimated number of participants: _____			Additional Parking Required <input type="checkbox"/> yes <input type="checkbox"/> no
Will an extra fee be charged	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate the cost per person: _____ and the estimated revenue: _____	
Will alcoholic beverages be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please attach copy of state license or application form. *	
Will any signs be associated with the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, applicant must adhere to Sec. 27-3360, entitled "Temporary Signs" for T-5 signs. Banners and temporary signs must not exceed 32 square feet, with a maximum of two signs, and a minimum of 10 feet setback from the right-of-way. Banners and temporary signs must not be attached to landscaping, utility poles, etc. as specified in Sec. 27-3304, entitled "Prohibited Signs".	
Will electricity be needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will food be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will any temporary tents, stages, structures, trailers, etc. be associated with the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach a copy of the survey/site plan indicating size and location of proposed tent(s) and valid certificate of flame resistance. Indicate dates of tent set up and removal. An inspection by the building division must be scheduled for the date of tent setup.	
Will music be provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach a separate sheet indicating the type of music, proposed hours of play, and the total number and location of loudspeakers.	
Will any roads be closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach maintenance of traffic (MOT) plan. The individual preparing the MOT must be certified by the Florida Department of Transportation (FDOT) or equivalent to prepare a MOT. The MOT plan is required 45 days prior to the event. Police Officers may be required to direct traffic, and if so, a fee will be assessed. *	

How will refuse collection and sanitary sewer be accommodated? _____

*** APPLICATIONS FOR EVENTS THAT REQUIRE THE USE OF TOWN OF JUPITER POLICE OFFICERS, MUST BE SUBMITTED 45 DAYS PRIOR TO THE EVENT.**

SUPPORTING INFORMATION

Check with the staff of the Department of Planning and Zoning to determine which of the following information is required and the number of copies required to be submitted with this application.

- Statement of authority
- Location map
- Site plan or survey
- Statement of use (detailed description of request or use)
- Warranty deed or other proof of ownership (If public hearing is required)
- Exterior building elevation drawings (If banner is to be placed on the building)
- Map indicating the location of the property in relation to closest major intersections or roads
- Typed list and set of mailing labels for property owners within 300 feet of the property (1 copy of each) (If public hearing is required).
- Maintenance of traffic (MOT) plan for special events that propose to close roads. *The individual preparing the MOT must be certified by the Florida Department of Transportation (FDOT) or equivalent to prepare a MOT.*
- Pre-application meeting with the Police Department for events that include the service of alcohol, include road closures or require the armed escort of person(s), cash or other material. Events requiring Police Officers must be submitted 45 days prior to event.

All plans, drawings, etc. submitted shall be drawn to scale (unless otherwise approved). If a public hearing is required, a set of all plans, drawings, etc. are to be submitted and shall be full size (minimum size of 24 x 36 inches), drawn at a scale of one inch equals 20 feet (unless otherwise approved), and signed, sealed or certified as appropriate.

REQUIRED SIGNATURES

My signature on this document affirms that I understand and will comply with the provisions and regulations of the Code of the Town of Jupiter, Florida. I further certify that all the information contained in this application and all documentation submitted herewith is true to the best of my knowledge and belief. Further, I understand that the application, attachments and review fees become part of the official records of the Town of Jupiter and are not returnable. Changes to the event after the application has been submitted may extend the length of review time and impact the ability of the Town to approve the event.

Signature(s) of applicant(s)

Date

Signature(s) of property owner(s) (REQUIRED if statement of authority is not attached)

Date

A STATEMENT OF AUTHORITY IS REQUIRED IF THE APPLICANT FOR THE SPECIAL EVENT PERMIT IS NOT THE PROPERTY OWNER

For Office Use Only

All of the below applicable listed department heads must sign off:

Planning and Zoning

Name **Date**

Building

Name **Date**

Code Enforcement

Name **Date**

Business Registration

Name **Date**

Police Department

Name **Date**

Town Manager

Name **Date**

Engineering

Name **Date**

Staff conditions of approval: _____

cc: e-mail to the following:

**Building
Police Department
Code Enforcement
Applicant**