



City of Keystone Heights
555 S. Lawrence Blvd., Keystone Heights FL 32656
Tel. (352) 473-5807 Fax. (352) 473-5101
www.keystoneheights.us

APPLICATION FOR
SPECIAL EVENT

SUBJECT PROPERTY (WHERE EVENT WILL BE HELD)

Property Address: _____ Phone: (____) _____ - _____

Tax Parcel # _____ Zoning _____ Land Use: _____

APPLICANT INFORMATION

Applicant: _____ Address: _____

Phone: (____) _____ - _____ Email: _____

PROPERTY OWNER INFORMATION

Property Owner: _____ Phone: (____) _____ - _____

Address: _____ City _____

State: _____ Zip Code: _____ Phone: (____) _____ - _____

Email: _____

TYPE OF REQUEST

Not to Exceed 3 Days:

- Special Event (city property)
- Special Event (private property)

Event Dates _____ to _____

Not to Exceed 45 Days:

- Seasonal Sales
- Other _____

Event Times _____ to _____

Description of event or items to be sold:



REQUIRED INFORMATION

The following items must accompany your application at the time of submittal. No applications will be reviewed without these attachments.

- General description of request including purpose of event, types of proposed activities, and anticipated attendance
- Insurance Coverage: Evidence by a Certificate of Insurance naming the City of Keystone Heights as additional insured and must provide a Hold Harmless Agreement.

OR

- Notarized permission from property owner
- Security/Crowd Control: Plans to include a detailed description of where the attendees will be located security measures, security personnel, etc. A copy of the notification of event to the Clay Sheriff Department must be included and must have verification or receipt by the sheriff department.
- Fire Department Notification Letter: A letter must be attached notifying the local fire department of the event and must verify receipt of the letter by the local fire department.
- Conceptual Site Plan (to scale) including property boundaries, access to the site, location of tents or other temporary structures, location of proposed activities, **parking**, signs (in compliance with Article XIX of the LDR), temporary lighting, utilities, generators and other mechanical
- Sanitation and Public Health: Plans for sanitation and public health protection including temporary bathroom facilities, inspection of food facilities, drainage, and garbage and litter control. A minimum of three (3) dumpsters must be provided unless otherwise stated by City Council. (Proof of compliance with ADA standards must accompany this application)
- Set-up and Take-down: Plans outlining times of set-up and take-down of all event related structures; signage, barricades, tents, vendors, dumpsters/trash receptacles, port-a-potties etc.
- Road Closures: Application for State, County, or City road closures.
- Meeting set up with City Manager to review event. **DATE** _____

Must comply with LFC 101 (life Safety Code); NFPA 1 (National Fire Protection Association); existing ordinances; County Permitting

Signature of Applicant _____ **Date** _____



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FOR BUILDING USE ONLY

Date Received _____ Received By _____

REVIEWED BY:

City Manager on _____

Comments _____

L.P.A. on _____

Comments _____

Additional information required prior to approval Submission date _____

Conditions for approval

AUTHORIZATION FOR PERMIT

Approved on _____ Denied

Signature of Authorizing Administrator _____