VILLAGE OF PINECREST

SPECIAL EVENT REQUIREMENTS FOR THE VILLAGE OF PINECREST

A Village of Pinecrest Special Event Permit is required for any event, which takes place on public or private property. The Special Event Application form must be completed and submitted not less than ten days in advance. A Special Event may not be held unless it has been approved by the Village Manager pursuant to the procedures set forth below and in the attached application.

The requirements for a permit are:

1. Completed application and a non-refundable permit fee, pursuant to the attached fee schedule.

2. Certificate of Insurance.

3. Site plan of event showing all temporary installations in relation to the surroundings. The site plan must show a detailed diagram of the event including the location of concession booths, portable toilers, dumpsters, public, emergency and accessible routes, parking banners and signs, tents, location of stages and entertainment and orientation of loudspeakers, locations for electricity and water, and other relevant information.

   The person in charge of the event must be present at the event and remain at the location for the entire duration of the event.

SPECIAL EVENT PERMIT APPLICATION

Title of Event: _____

Event Location: _____ (Attach Site Diagram)

Event Description: _____

_____

Application Date: _____ Date of Event: _____

Event Hours: _____ Set-up: _____ Break Down: _____

Estimated Attendance: _____ /per day

Event Sponsors: _____

Producing Organization/Entity: _____

Contact Person: _____ Phone: _____

APPLICANT'S SIGNATURE: _____

Print Name: _____

Mailing Address: _____

DEPARTMENT	APPROVED	REJECTED	DATE
Building			
Electrical			
Mechanical			
Plumbing			
Zoning			
Fire Department			
Police Department			
Village Manager			

A SPECIAL EVENT PERMIT FEE MUST BE SUBMITTED WITH APPLICATION

AFFIDAVIT

Complete one or more of the following that relates to your request.

Tenant or Owner Affidavit (if tenant is applicant then owner must sign ownership of attorney affidavit) of the property described herein and which is the subject matter of the proposed hearing; that all the answers to the questions in this application and all supplemental data attached to and made a part of the application are honest and true to the best of my knowledge and belief.

I, _____, hereby authorize the staff of the Village of Pinecrest to enter my property for the purpose of inspecting the property. I understand these inspections are necessary to permit staff to perform their responsibilities as required by the Zoning Ordinance.

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

_____
Signature of Applicant

Sworn to (or affirmed) and subscribed before me this

_____ day of _____, 20_____ by _____
Name of person making statement

_____
Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

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CORPORATION AFFIDAVIT

I, _____, being first duly sworn, depose and say that we are the President/Vice President, and Secretary/Ass't. Secretary of the aforesaid corporation, and as such, have been authorized by the corporation to file this application and all supplemental data attached to and made a part of this application are honest and true to the best of our knowledge and belief; that said corporation is the owner/tenant of the property described herein and which is the subject matter of the proposed hearing.

I, _____, hereby authorize the staff of the Village of Pinecrest to enter my property for the purpose of inspecting the property. I understand these inspections are necessary to permit staff and members of the Village Council to perform their responsibilities as required by the Zoning Ordinance.

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

_____
Signature of Applicant

Sworn to (or affirmed) and subscribed before me this

_____ day of _____, 20_____ by _____
Name of person making statement

_____
Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

I, being duly sworn, depose and say that I am the owner of the described real property and that I am aware of the nature and

effect the request for: _____

relative to my property, which is hereby made by me OR I am hereby authorizing _____ to be my legal representative before the Village.

I, _____ , hereby authorize the staff of the Village of Pinecrest to enter my property for the purpose of inspecting the property. I also authorize members of the Village Council to inspect my property. I understand these Inspections are necessary to permit staff and members of the Village Council to perform their responsibilities as required by the Zoning Ordinance.

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

_____
Signature of Applicant

Sworn to (or affirmed) and subscribed before me this

_____ day of _____, 20_____ by _____
Name of person making statement

_____
Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

UNUSUAL USES, SPECIAL PERMITS AS FOLLOWS:

For Residential & Business Zones

USE	**FEE**
All unusual uses, except the following	427.74
Churches/Schools/ Non-Profit	None
Circus or Carnival (per week)	376.86
Open lot uses (trees, pumpkins, etc.)	254.61
Tent	122.25
Zoning	50.00