

PLEASE CHECK ALL THAT APPLY:

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| <input type="checkbox"/> Advertising including banners, balloons, signs will be used. | <input type="checkbox"/> Applicant is the property owner. |
| <input type="checkbox"/> Alcoholic beverages will be sold on the premises. | <input type="checkbox"/> Alcoholic beverages will be consumed on the premises. |
| <input type="checkbox"/> A fee will be charged for entrance. | <input type="checkbox"/> Tents or canopies will be used. |
| <input type="checkbox"/> Food will be cooked or catered on-site. | <input type="checkbox"/> Temporary sanitation facilities (i.e. port-o-potties) will be provided. |
| <input type="checkbox"/> Sufficient parking will be available. | <input type="checkbox"/> On-site refuse/recycling are requested. |
| <input type="checkbox"/> On-site police officers will be requested. | <input type="checkbox"/> Fire Personnel is requested. |

ADDITIONAL INFORMATION REQUIRED

1. The written consent of the property owner(s) must be provided if the applicant is not the property owner.
2. If applicable, a copy of the Okaloosa County Health Department Inspection/Approval must be provided before the application can be approved. Copies of any required state licenses and permits must also be provided.
3. The applicant must obtain a City business tax receipt or be sponsored by the commercial property owner who holds a business tax receipt and provides written consent. All itinerant vendors require a business tax receipt.
4. If Fire or Police Personnel is requested, please provide specific days/times/hours. Additional fees may apply.
5. The application fee of \$36, pursuant to the Comprehensive Fee Schedule of the City of Fort Walton Beach, is required.
6. A Site Plan is required for special events, farmers markets, run/walks and other similar activities. The following is a summary of items to be included on the site plan:
 - a. A vicinity map which clearly shows the subject property location in the City. A route map is required if a parade or run/walk is proposed.
 - b. Provide dimensions, location, and intended use of each temporarily erected structure (i.e. vendor map). If the vendor is cooking or preparing food, label as so.
 - c. Identify parking areas, ingress and egress for vehicles and pedestrians, traffic flow, and loading zones.
 - d. Location and description of solid waste disposal, recycling, and personal sanitary facilities. (Note: Additional fees may apply for requested solid waste/recycling services.)
 - e. Location of all required fire extinguishers.
 - f. Other information, as required.
7. Push carts and other mobile vendors please attach a photo of the cart for identification purposes.
8. Solicitors please provide the following information:
 - a. Proof that business is registered with the State of Florida.
 - b. Photo of the vehicle(s) (including photo of license plate) that will be used during solicitation.
 - c. Photocopies of legal identification (i.e. driver license) for each solicitor.

PERMIT LIMITATIONS

The City may grant or deny a Special Event/Temporary Use Permit considering whether:

- The applicant has complied with all required criteria outlined on the permit application form.
- Sufficient City support personnel are available to assist in the conduct of the event/activity.
- Adequate support facilities are available for the event/activity with the support facilities including, but not limited to, parking, refuse collection, sanitation, and lighting.
- No conflicts exist with the requested event/activity and other approved and previously scheduled events/activities.
- The event/activity will not result in over-utilization of City facilities or the over-utilization of one area of the City.
- No outstanding balances are due to the City for assistance with previous activities of the applicant.
- Amplification or sound has been justified and is established at a level acceptable to the City considering adjacent uses.
- Crowd size has been determined to be manageable for the proposed event/activity.
- The event/activity is generally compatible with the character of the City and/or the locale requested.
- The applicant complied with the terms and conditions of any previously granted permits.

Solicitor's Permits- Pursuant to Section 8.08, Code of Ordinances of Fort Walton Beach, "When soliciting in residential areas, solicitors shall only use the front door to the dwelling house and shall not solicit at any side or back door. Door-to-door solicitors are authorized to solicit their goods and/or wares in the city only between 10:00 a.m. and 4:00 p.m. on weekdays. Soliciting on Saturday, Sunday, New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, or Christmas Day is prohibited. No person shall solicit, with or without a permit, at any residence, dwelling, or commercial establishment that displays a "no soliciting" sign.

During review by various City Departments, additional conditions may be imposed. This permit is valid only for the time indicated on the permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City personnel.

The undersigned has read and agrees that all information and diagrams provided on this form are true and accurate to the best of his/her knowledge.

Signature of Applicant

Date