



## TEMPORARY USE PERMIT APPLICATION – SPECIAL EVENT

LDC sections 5.04.01, 5.04.05, 10.02.06 F, and Code of Laws section 118-131 – 118-155  
Chapter 4 J.6 of the Administrative Code

All applications shall be made at least 120 days in advance.  
Events will not be approved without required Fire and EMS acknowledgment letters, if applicable.

## APPLICANT CONTACT INFORMATION

Name of Applicant

Business Name/Organization

Address

City

State

Zip

Telephone

Cell

Email Address

If charitable/non-profit organization, provide Florida Tax Exemption #

## PROPERTY EVENT INFORMATION

Property ID #

Business Name

Shopping Center Name

Name of Property Owner

Address

City

State

Zip

Telephone

Cell

Email Address

## EVENT INFORMATION

Name of Event

Event Contact Name

Event Address

**Date(s) of Event:**

To

**Time(s) of Event:**

To

**SELECT FIREWORKS SALES DATE. ONLY ONE SELECTION PER PERMIT APPLICATION IS ALLOWED.**

As allowed by F.S. Chapter 791, and subject to the issuance of an approved permit by the jurisdictional fire district.

06/20/20 To 07/05/20 OR 12/10/20 To 01/02/20

**EVENT CATEGORY**

- |                                     |  |
|-------------------------------------|--|
| Antique/Art Fair/Auction/Craft Show | Music Concert/Festival/Entertainment             |
| Bike/Race/Run/Triathlon/Walk        | Sales or Promotional Event                       |
| Boat/Car Show                       | Church Event/Community Event/Fundraiser          |
| Farmer’s Market                     | Tournament/Sports Event/Membership Organizations |
| Fireworks Pyrotechnics Show         | Seasonal Sales or Merchandise                    |
| Firework Sales Event                | Temporary Food Truck Catering / Events           |
| Other                               |  |

Event to be held on: Private Property Collier County Property (Requires Risk Management Approval)

Has this event been held in the past? Yes No

If yes, when, and where:

Actual attendance at event: Any incidents reported: Yes No (if yes, explain on separate document)

**EVENT ITEMIZED DETAILS**

**The following section must be completed in its entirety for a complete application. Failure to do so will result in an incomplete application and will delay the approval process up to and including the possibility of not approving the event.**

If the event or gathering is expected to have more than 500 attendees, an emergency medical evaluation is needed. Please contact Collier County Emergency Medical Services and your local Fire District to determine if and/or to what extent the event or gathering will need on-site medical coverage. If the event is to be held in the right-of-way and/or is expected to have more than 1,000 attendees, please contact the Collier County Sheriff's Office (CCSO). Refer to the contact list below for contact information.

**ATTENDANCE**

1. Will the expected crowd size be greater than or equal to 250 people? Yes No

**ALCOHOL**

2. Will alcoholic beverages be consumed on the premises? Yes No  
A copy of the Florida Beverage Commission permit is required at the time of application and prior to event approval.

**UAS/DRONES**

3. Will you be using UAS/DRONES? Yes No

If yes, the applicant shall:

- Follow all FAA and Florida State Statutes guidelines (including Statute 934.50)
- Drones are prohibited within 500 feet of any government or courthouse buildings*
- Commercial operators are required to have a FAA Section 333 exemption (include a copy of the exemption)
- Provide evidence of liability insurance for bodily injury and/or property damage arising out of the operation of the drone with limits of not less than \$1,000,000 each occurrence; \$2,000,000 aggregate. Collier County BOCC shall be named as an additional insured. (See additional information from Naples Airport Authority with regards to drone usage)

**SECURITY**

4. Will private security be provided to protect exhibits, equipment, or facilities brought on-site for this event?  
Yes No

**PARKING**

5. Provide an on-site proposed parking plan to demonstrate no more than 25% of parking is being utilized for event.
6. Will off-site parking be provided? Yes No  
If yes, provide site map and proposed parking plan. This information will need to be included in all advertisement as well as temporary event signage.
7. Will a shuttle service to the event or to parking be provided? Yes No  
If yes, provide a copy of contract and contact information for company providing service.
8. Will the event have vendors? Yes No  
If yes, provide vendor layout plan with identified and dimensioned area for each vendor booth, food truck, food tents/canopies, and amusement rides.

**RIGHT-OF-WAY**

9. Will the Right-of-Way be used for signs, parking, or any other use? Any use of the County Right-of-Way (ROW) requires a separate ROW permit. Yes No

**TENTS**

10. Will tents or canopies be used? Yes No  
If yes, indicate location(s) on site plan.

**BANNERS, SIGNS**

11. Will exterior banners, signs, or other types of advertising be used? Yes No  
12. Will directional signs be used? Yes No  
If yes, a Right-of-Way directional sign permit will be required.

**COOKING/FOOD**

13. Will food be cooked or catered on-site during the event? Yes No  
Will food trucks be on-site during the event? Yes No  
Indicate on site plan the location of caterers/vendors, food trucks, and cooking equipment to be used. Appropriate rated fire extinguishers and proper disposal of grease and refuse will be required. A standard service / inspection tag by a licensed contractor is required on hood suppression systems and fire extinguishers as per FL Statutes 633.071 and FL 69A-21.

**GENERATORS AND/OR EQUIPMENT**

14. Will exterior power generators or equipment be operated during the event and from vehicles, food trucks, trailers, or caterers? Yes No If yes, indicate location of equipment on site plan.

**SANITARY FACILITIES**

15. Will temporary sanitary facilities be provided? Yes No  
If yes, indicate location on site plan as well as the service provider:  
Company:  
Telephone:

**CONDITIONS OR RESTRICTIONS**

16. Are there any conditions or restrictions on the property including parking areas? Yes No (If yes, please explain).

**SPECIAL EVENT SUBMITTAL REQUIREMENT CHECKLIST**

The following Submittal Requirement Checklist is to be utilized by the applicant prior to and at the time of application submittal. **Incomplete submittals will not be accepted.**

REQUIREMENTS FOR ALL EVENTS	# OF COPIES	REQUIRED	N/A
1. Completed Application	1	X	
2. Cover Letter explaining the event, purpose	1	X	
3. Site plan showing location of:	2	X	
a. Vendors, stages, parking, amplified sound, activities, etc.			
b. Tents and separation with dimensions, cooking appliances, stages, streets for walking and EMS/Police/Fire access			
c. Sanitary Facilities, proof of consent by business if permanent restrooms are to be used			
d. Safe ingress and egress, including emergency access showing width, length, and access points			
e. Site plan shall reflect emergency access location, fire lane access throughout grounds, all food truck/food tent/retail sales trucks and tent locations and separations. A standard service / inspection tag by a licensed contractor is required on hood suppression systems and fire extinguishers as per FL Statutes 633.071 and FL 69A-21.			
f. Any temporary signage, structures, equipment, merchandise			
4. Proof of existing garbage collection contract. Call (239) 252-2380.	1	X	
5. Temporary Event recycling plan	1	X	
6. Signed Affidavit / Acceptance	1	X	
<b>ADDITIONAL REQUIREMENTS (WHEN APPLICABLE)</b>			
7. Letter from property owner or property manager granting permission to use subject property for the market event during the requested dates	1		
8. Letter from Non-Profit Sponsor acknowledging event is for their benefit	1		
9. Tent Installation Notification form, Building Permit Application: <a href="https://www.colliercountyfl.gov/home/showdocument?id=74447">https://www.colliercountyfl.gov/home/showdocument?id=74447</a>	1		
10. Proof of Crowd Manager certification documentation. One (1) Crowd Manager is required for every 250 participants. Hiring of Collier County Sheriff's Office off-duty deputies (Special Detail) or a trained off-duty firefighter satisfies this requirement. Interior event – Crowd Manager inside event Outdoor event – Crowd Manager shall not be in static location (such as patrol car) but moving throughout the event, monitoring activities.			
11. Letter of acknowledgment from the Fire District having jurisdiction. Please see the Fire Plan Review Permitting Questionnaire/Checklist for required plans, codes, systems, and documents. A life safety evaluation may be required in accordance with FFPC 1:10.14.3.	1		
12. Letter from or proof of coordination with Collier County Sheriff's Office – contact (239) 252-0529 for coordination with Sheriff's Office, if applicable.	1		

13.	Emergency medical evaluation from Bureau of Emergency Services	1		
14.	Letter from or Proof of Coordination with Regulatory State Agency (DBPR, DACS, DOH - whichever is applicable)	1		
15.	Drawing or picture of the banner with dimensions shown	1		
16.	Attach description of entertainment as well as scheduled time of performance(s). Indicate stage location as well as location of speakers. Amplification must end by 10:00 p.m. Applicants must comply with Code of Ordinance, Chapter 54, Article VI. Provide Amplified Sound Permit Number or Acknowledgement of Noise Ordinance.	1		
17.	Current Business Tax Receipt	1		
18.	Provide copy of Right-of-Way application to include location of signs, barricades, and proposed traffic control plans. This is the responsibility of the applicant and is required in conjunction with coordination with the Sheriff Department and EMS. <b>Note:</b> If any traffic will affect a State Roadway (State Road 41, State Road 84, State Road 29) a <b>separate permit application must be filed with the Florida Department of Transportation (FDOT)</b> . Visit their website at: <a href="https://osp.fdot.gov/">https://osp.fdot.gov/</a> <b>Note that events closing a state road will require BCC approval of the event and MOT and submittal of official minutes to FDOT for permit approval. Applications MUST be submitted 120 days ahead of event.</b>	1		
19.	Provide copy of UAS license if the event will include the utilization of Unmanned Aircraft Systems (UAS) drones.	1		
20.	Provide temporary special event alcohol permit application (including extension of premise license application if required) <a href="http://www.myfloridalicense.com/dbpr/abt/forms/documents/AppPackforExtensionofLicensedPremises.pdf">http://www.myfloridalicense.com/dbpr/abt/forms/documents/AppPackforExtensionofLicensedPremises.pdf</a>	1		
21.	Provide a copy of last year's IRS 990 Form or Certificate of Tax-Exempt Status	1		

## AFFIDAVIT/ACCEPTANCE OF COUNTY REGULATIONS

I, \_\_\_\_\_ (print name), property owner or property manager of the subject property, permit \_\_\_\_\_ to use the property as described herein during the time period indicated and acknowledge the statements below by providing my initials and signature below:

I understand that LDC section 5.04.05 F establishes the number of event days allowed at a location and to my knowledge, am within the allowable number of event days on this property.

The area occupied will not exceed more than 25% of the required parking area or the equivalent required off-site parking will be required. The minimum number of handicapped parking spaces pursuant to LDC 4.05.07 shall remain available for use.

No sales, advertising, or other activity related to the special event shall be in the public Right of Way, in accordance with Code of Laws Ordinances section 26-1, or successor sections.

All temporary structures, equipment, merchandise, and parking of vehicles in conjunction with the special event shall be in a parking lot or open space and at least 10 feet from the property line.

All temporary structures, equipment, and merchandise shall be removed following the conclusion of the event.

Applicants must comply with Code of Ordinance, Chapter 54, Article VI, and acknowledge the Noise Ordinance.

By acceptance of this permit, I agree to defend, hold harmless, and indemnify Collier County and/or its agents from any and all liability which may arise as a result of the issuance of this permit and agree to conform to applicable provisions of the Collier County Land Development Code or other applicable County Ordinances at all times through the duration of the event.

Note: Mechanical/amusement rides are subject to a Carnival Permit and may require approval from the Board of County Commissioners. This permit application is not valid for any music festival, dance festival, rock festival or similar musical activity at which music is provided within 2,500 feet of any property containing a residential use or of any residential zoning district and such activity will require an Amplified Sound Permit.

\_\_\_\_\_  
Signature of Property Owner/Manager

\_\_\_\_\_  
Date

**Events will not be approved without required Fire and EMS acknowledgment letters.**

## FEE REQUIREMENTS

Temporary Use Special Event Permit – Base Application Fee	\$200
North Collier Fire District / Immokalee Fire District TUP – Special Event Review Fee	\$100
Greater Naples Fire Rescue Special Event	\$100
Emergency Services Division – fees based on event requirement	

## CONTACT INFORMATION

### Collier County Sheriff Department

Edyth Bird, Special Details Coordinator / EM Team  
[Edyth.Bird@colliersheriff.org](mailto:Edyth.Bird@colliersheriff.org)  
(239) 252-0529 (office), (239) 285-8062 (cell),  
(239) 252-0965 (fax)  
Lt. Sean Arthur, Special Event Lieutenant  
[Sean.Arthur@colliersheriff.org](mailto:Sean.Arthur@colliersheriff.org)  
(239) 252-0033 (office), (239) 253-4708 (cell)

### Greater Naples Fire District

Contact: Deputy Fire Marshal  
[FLS@gnfire.org](mailto:FLS@gnfire.org)  
(239) 774-2800

### Collier County – Parks and Recreation Division

Casey Doyle, Special Events Coordinator  
[Casey.Doyle@colliercountyfl.gov](mailto:Casey.Doyle@colliercountyfl.gov)  
(239) 252-4079

### Collier County Risk Management

Ron Miller, Environmental, Health, and Safety Manager  
[Ron.Miller@colliercountyfl.gov](mailto:Ron.Miller@colliercountyfl.gov)  
(239) 252-8091 (office), (239) 821-9753 (cell),  
(239) 252-6506  
**24/7 365 EHS Emergency # (239) 252-SAFE (7333)**

### North Collier Fire District / Immokalee Fire District

[Specialevents@northcollierfire.com](mailto:Specialevents@northcollierfire.com)  
(239) 252-2309 or (239) 597-9227

### Collier County Emergency Medical Services (EMS)

Tabatha Butcher, Chief  
[Tabatha.Butcher@colliercountyfl.gov](mailto:Tabatha.Butcher@colliercountyfl.gov)  
(239) 252-3780 (office), (239) 293-7250 (cell)

Bureau of Alcohol and Tobacco, Fort Myers Office: (239) 344-0885 or (561) 650-6753

Please submit the completed application online via the [GMD Public Portal](#).

If you need assistance submitting your application online, please review the [E-Permitting Guide](#).