

**APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**



Request for Public Assembly Permit

An application must be deemed complete and in compliance with the Monroe County Code by the staff prior to the item being scheduled for review.

Application Fee: \$150.00

Public assembly means an outdoor gathering in temporary structures such as tents, of individuals that may be attended by members of the general public, with or without an admission charge, when the anticipated daily attendance is expected to exceed 250 persons a day and that occurs on more than one day per calendar month, including flea markets, but excluding:

- (1) Events or functions, put on by any government agency including athletic events on athletic fields; or
- (2) Camping activities conducted by charitable organizations devoted to serving young people.

An application for a permit to hold a public assembly must be filed with the Planning Director at least 9 days before the day on which the public assembly is to be held. However, if the public assembly is to be held within 9 days after a specific and unanticipated event or announcement of public importance and in response to it, the application may be filed within 24 hours after the event or announcement and at least 36 hours before the public assembly is to be held. The Director may also receive and act on an application even though the application was not filed in time, if necessary to preserve the First Amendment rights of an applicant.

Date of Application: _____ / _____ / _____
Month Day Year

Applicant / Agent Authorized to Act for Property Owner/Person Sponsoring the Public Assembly:
(Agents must provide notarized authorization from all property owners.)

Applicant (Name of Person, Business or Organization)

Name of Person Submitting this Application

Mailing Address (Street, City, State and Zip Code)

Work Phone

Home Phone

Cell Phone

Email Address

Property Owner: (Business/Corp must include documents showing who has legal authorized to sign.)

(Name/Entity)

Contact Person

Mailing Address (Street, City, State and Zip Code)

Work Phone

Home Phone

Cell Phone

Email Address

APPLICATION

Description of property on which the public assembly shall take place:

(If in metes and bounds, attach legal description on separate sheet.)

Block	Lot	Subdivision	Key
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Real Estate (RE) / Parcel ID Number	Alternate Key Number
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Street Address (Street, City, State & Zip Code)	Approximate Mile Marker
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Name of Event (if applicable): _____

Date(s) in which the event is to be held: _____

Hours in which the event is to be held: _____

Estimated "maximum" number of persons to participate in and/or attend event: _____

Estimated "maximum" number of persons to participate in and/or attend event within a given hour of the event (peak anticipated attendance): _____

Total number of parking spaces at the property on which the public assembly shall take place:

Total number of parking spaces dedicated to the public assembly at the property on which the event shall take place: _____

Estimated maximum parking demand during the peak anticipated attendance: _____

Please provide the general nature of the public assembly and the arrangements made to protect the public health and safety during the conduct of the public assembly, including arrangements with respect to traffic direction and control, crowd control and sanitation facilities. Access for fire department and emergency vehicles shall be clearly designated and maintained at all times:

_____.

_____.

_____.

_____.

_____.

_____.

Please provide a description of the arrangements made to avoid substantial harm to the public health or safety and to minimize or to avoid substantial harm to, or impairment of the normal use of, a public place or to avoid substantial harm to the environment:

_____.

_____.

_____.

APPLICATION

All of the following items must be included in order to have a complete application submission:

(Please check the box as each required item is attached to the application.)

- Completed application form
- Correct fee (check or money order payable to *Monroe County Planning & Environmental Resources*)
- Current Property Record Card(s) from the Monroe County Property Appraiser
- Location map
- Site Plan DRAWN TO SCALE, of the event venue, showing ingress and egress paths, parking spaces (# of spaces), emergency vehicle access, location of temporary structures (if any), location of stages (if any), and locations of any other attractions that may be on site. Identify
- Documentation that the requested use of the designated place has been granted by the person or government having the authority to grant the use of that place (in the case of Monroe County owned property, a completed "County Use Form" from the Public Works Division shall be required)
- The name, residence address, and telephone number of any principal officer(s) of the applicant and/or any other individual(s) authorized to represent the applicant in applying for the public assembly permit.
- Copy of written coordination from the Florida Health Department if portable toilets are to be utilized.
- Written acknowledge of the event from the Monroe County Sheriff's Office.
- Written acknowledge of the event from the Monroe County Office of the Fire Marshal.
- If there are temporary structures being used for assembly or seating, a seating chart of the structure shall be provided, including tables, chairs, aisles, egress paths and exits
- Provide a Crowd Control Manager per every 250 persons (an individual that can provide evidence of completion of the Florida Certified Crowd Manager training course, or have a Current Florida Basic Law Enforcement Officer Certification, or have a Current Florida Fire Safety Inspector Certification).
- If the event is to take place within the Key Largo Fire District (an independent fire control district established by the Florida legislature), a letter of coordination with the District shall be obtained, and applicant shall be advised that The KLFD may impose additional restrictions/requirements that shall be provided.

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

APPLICATION

The applicant/owner hereby acknowledges and agrees that any staff discussions or negotiations about conditions of approval are preliminary only, and are not final, nor are they the specific conditions or demands required to gain approval of the application, unless the conditions or demands are actually included in writing in the final development order or the final denial determination or order.

By signing this application, the owner of the subject property authorizes Monroe County Planning & Environmental Resources staff to conduct all necessary site visits and inspections on the subject property.

I, the Applicant, certify that I am familiar with the information contained in this application and, that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____ **Date:** _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20____, by means of physical presence or online notarization

by _____, who is personally known to me

(PRINT NAME OF PERSON MAKING STATEMENT)

OR produced _____ as identification.

(TYPE OF ID PRODUCED)

Signature of Notary Public, State of Florida

Print, Type or Stamp Commissioned Name of Notary Public

My commission expires:

Send complete application package to:

**Monroe County Planning & Environmental Resources Department
Marathon Government Center
2798 Overseas Highway, Suite 400
Marathon, FL 33050**