

Special Event Permit Process

Intent:

It is the intent of this policy to provide minimum standards for the regulation of special events within the City of Orange City, to protect the health, safety and welfare of participants.

Definitions:

Special Event:

- a. A temporary public gathering of 100 or more persons for the purposes of participating in entertainment that may consist of music, parades, fairs, festivals, carnivals, circuses, sporting events, arts and crafts shows, walk-a-thons, block parties or other types venues taking place within the City.
- b. Public events held in facilities that are not within the original purpose of the facility.
- c. An event regardless of the number of attendees that meets one or more of the following criteria:
 - a. Amusement rides subject to inspection under F.S. 616.
 - b. Requiring the closing of any roadway.
 - c. Fireworks display.
 - d. The use of tent(s) exceeding 400 square feet.
 - e. The sale or service of alcohol.

Application:

The applicant for a permit shall file with the Development Services Department no less 30 business days prior to the special event. The special event application shall specify, at a minimum, the following:

- a. Name, principal place of business, partnership or organization who is sponsoring the activity.
- b. Local contact information, name, address and telephone number.
- c. Contact information during the event.
- d. Copy of a conceptual site plan for all activities, including but not limited parking, rides, tents, food vendors, booths, traffic control, stages, electrical layout, speakers, restrooms, waste facilities, ingress/egress, lighting, road closures, changes in traffic pattern proposed that may preempt normal use of streets, sidewalks or parking areas, and signage.
- e. Owner authorization for the location of the special event.
- f. Proof of insurance.
- g. Hold harmless agreement.
- h. Description of event including but not limited to the location, size, time, date, duration, expected sale or service of alcohol, advertising, construction activities, and provisions for cleanup within 24 hours of event.

Process:

A copy of the application shall be distributed to the appropriate city departments/agencies for review, comment, and approval. Comments shall be submitted to the Development Services Department and coordinated with the applicable reviewers to resolve conflicts. The Development Services Department will be responsible contacting the applicant concerning deficiencies. Once department/agency review has been completed, the application will be sent to the City Manager or their designee for approval, approval with conditions or denial.

Exemptions:

- a. City sponsored events
- b. Funeral processions

Appeals:

The applicant may appeal the City Manager's decision on a special event permit to the City Council at their next regularly scheduled meeting.

RESOLUTION NO. 630-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE CITY, ADOPTING A REVISED FEE SCHEDULE FOR DEVELOPMENT REVIEW TO ESTABLISH A FEE FOR SPECIAL EVENT PERMITS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Orange City adopted Ord. 258 on January 10, 2006, which provides that the City Council may review and update Development Review Fees by resolution; and

WHEREAS, the City of Orange City now finds it necessary to revise the Schedule; and

WHEREAS, the City Council wishes to revise and update the Fee Schedule for Development Review to add a Special Event Permit Fee as set forth in Exhibit "A" of this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE CITY, FLORIDA, AS FOLLOWS:

SECTION 1. That the City Council of the City of Orange City adopts the administration action or approval for development review fee schedule set forth in Exhibit "A", attached hereto and by this reference incorporated herein for all intents and purposes.

SECTION 2. The fees described in Section 1 shall become effective immediately.

SECTION 3. All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

SECTION 4. If any section, part of a section, paragraph, clause, phrase, or word of this resolution is declared invalid, the remaining provisions of this resolution shall not be affected.

SECTION 5. That this resolution shall take effect immediately upon its adoption by the City Council of the City of Orange City, Florida, and approval as provided by law.

ROLL CALL VOTE AS FOLLOWS (Resolution No.630-10):

Gary Blair	_____	Anthony J. Pupello	_____
Tom Laputka	_____	Jeff H. Allebach	_____
O. William Crippen, Vice Mayor	_____	Tom Abraham	_____
Harley Strickland, Mayor	_____		

ADOPTED THIS _____ DAY OF _____, 2011.

ATTEST TO:

Deborah J. Renner, CMC, City Clerk

Authenticated this _____ day of _____, 2011.

Harley Strickland, Mayor

This Resolution approved
as to form and legal sufficiency:

William Reischmann, City Attorney

Exhibit A

Resolution No. 630-10

Fee for review of PUD and Mixed Use

- Single-family residential development:
 - 1 to 10 lots: \$1,000 plus any additional engineer/consultant and legal review costs
 - 11 to 20 lots: \$1,000 + \$40 per lot plus any additional engineer/consultant and legal review costs
 - 21 or more lots: \$1,100 + \$30 per lot plus any additional engineer/consultant and legal review costs

- All other uses:
 - Base fee up to 10,000 sq. ft. floor area: \$1,000 plus any additional engineer/consultant and legal review costs

- Each additional 1,000 sq. ft. or fraction thereof up to 100,000: \$7 plus any additional engineer/consultant and legal review costs

- Minor amendments to existing PUD: \$200, plus recording fees

- Major amendments to existing PUD: \$500, plus recording fees

Fee for site plan review of commercial and multifamily residential development

- Base fee up to 10,000 sq. ft. of floor area: \$1,000 plus any additional engineer/consultant and legal review costs

- Each additional 1,000 sq. ft. or fraction thereof up to 100,000 square feet: \$7

- Site plan extension: \$500

Fee for concept review

- Each time the Technical Review Committee meets for a concept review of any proposed plan: \$300

Fee for review of subdivisions

- Preliminary plat
1 to 5 lots: \$500 + \$60 per lot plus any additional engineer/consultant and legal review costs

6 or more lots: \$1,000 + \$50 per lot plus any additional engineer/consultant and legal review costs.
- Final plat
1 to 5 lots: \$500 + \$60/lot plus any additional engineer/consultant and legal review costs

6 or more lots: \$1,000 + \$50 per lot plus any additional engineer/consultant and legal review costs
- Preliminary plat extension \$500
- Final plat extension \$500

Fee for additional reviews

The fees listed here are based on the initial review. The cost for any additional review will be an additional fee equal to the initial base fee as follows:

- PUD and mixed uses: \$1,000 plus any additional engineer/consultant and legal review costs
- Multifamily and commercial: \$1,000 plus any additional engineer/consultant and legal review costs
- Concept review: \$300
- Subdivision preliminary plat:
 - 1 through 5 lots: \$500 plus any additional engineer/consultant and legal review costs.
 - 6 and above lots: \$1,000 plus any additional engineer/consultant and legal review costs.
- Subdivision final plat:
 - 1 through 5 lots: \$500 plus any additional engineer/consultant and legal review costs.
 - 6 and above lots: \$1,000 plus any additional engineer/consultant and legal review costs.

Fee for review of stormwater systems

The stormwater fees as listed on the attached table are in addition to fees previously listed. The initial review of a master plan development stormwater system would be at the rate as listed in the above-referenced table. Subsequent development reviews of projects that were part of the initial master plan development stormwater system would be subject to stormwater fees at a 50 percent discount.

Other review fees

Appeal	\$500
Conditional Use	\$500
Conditional Use extension	\$200
Annexation	\$500
Variance	\$500
Variance extension	\$200
Rezoning	\$500
Legal Advertisement	actual cost
Recording	actual cost
Vacation of ROW/easement	\$500
Zoning determination letter	\$25
Clearing and Grading	\$100
Annual sign fee	\$30 (up to 32 sq. ft.); \$50 (32 sq. ft. or larger)
Banner	\$25
Tree removal	Base fee: \$20 plus \$3 for each tree (no maximum)
NPDES inspection	1-2 acres: \$250, each additional acre or portion thereof: \$50
Use permit	\$40-\$220
Resubmittal of any plan	\$50 (after first)
Site inspection/reinspection	\$30
<u>Special Event Permit</u>	<u>\$20</u>