

PLEASE PRINT AND FAX, EMAIL OR MAIL COMPLETED FORM

TOWN OF LONGBOAT KEY PUBLIC FORUMS PERMIT APPLICATION

Attention: Public Works Department, 600 General Harris Street, Longboat Key, FL 34228

Phone: (941) 316-1988 Fax: (941) 316-1984 Email: dspencer@longboatkey.org



Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email address: _____

APPLICATIONS MUST BE RECEIVED BY THE TOWN AT LEAST 30 DAYS PRIOR TO YOUR EVENT. ALL FEES AND INDEMNIFICATION DOCUMENTS MUST BE RECEIVED PRIOR TO APPROVAL.

Number expected to attend: _____

Description of Event: *Please include the location, date, time (include preparation and clean-up), and a description of your event. For larger events, a site plan sketch is also required. Please note you may need to coordinate with one or more Town Departments, fees may apply. All fees must be paid prior to permit approval. Attach additional pages for your description if necessary.*

Date of Event: _____ Time Needed for Event: From: _____ To: _____

Location (Name of Park, Address of Beach Access or Event): _____

Details of Event: _____

Finance Department – Risk Management (316-1999) (Insurance or hold harmless agreement)

Fire Department – Fire Marshal (316-1944) (Fireworks, flame retardant materials, cooking facilities, generators or structures such as tents or canopies)

Planning, Zoning & Building Department (316-1966)

- Electrical (Ch. 153, Electric Code)
- Plumbing (Ch. 155, Plumbing Code)
- Temporary Structures

Police Department (316-1977) (Parking assistance/traffic control)

Public Works Department (316-1988)

AFFIDAVIT OF COMPLIANCE

I swear/affirm that I will comply with all of the terms and conditions of this permit application.

Date: _____

Signature: _____

Departments: List required fees and date paid; if denied, list criteria (§ 92.15) upon which your denial is based. Please return to Public Works Department.

Department Review	Approved	Denied	Fee
Planning, Zoning & Building Comments:			
Police Department Comments:			
Fire Department Comments:			
Public Works Department Comments:			
Finance (Risk Management – Indemnification) Comments:			