



TOWN OF SOUTHWEST RANCHES
13400 GRIFFIN ROAD
SOUTHWEST RANCHES, FLORIDA 33330
Phone (954) 434-0008
Fax (954) 434-1490

Permit Processing Number: _____	Date Application Received: _____
Application Fee Paid: \$ _____	

**TOWN OF SOUTHWEST RANCHES
HOLIDAY WAYSIDE STAND / OUTDOOR EVENT PERMIT APPLICATION
COMMERCIAL OR NON PROFIT ORGANIZATION**

GENERAL INFORMATION:

Business/applicant name: _____

Business Owner: _____

Phone Number: _____

Exact Address and Legal Description of Property: _____

Folio Number of Property: _____

Specify Type of Sales: _____

Date(s) of Event or Sales: _____

Type of Event and Sponsor _____

Site Manager or Supervisor _____

Local Address and Phone Number: _____

Permanent Address and Phone: _____

Name of Person or Corporation for Whose Account Business will be conducted: _____

If Corporation where Incorporated: _____

Authorized Signature: _____ Print Name: _____

Date: _____

State of Florida
County of Broward

Before me personally appeared _____ known to me to be the person described or whom produced _____ as identification and who did take an oath.

WITNESS my hand and official seal this _____ day of _____, _____

Notary Public

SWR: _____ - _____

Notarized Signature of Property Owner		Notarized Signature of Applicant	
		DRIVER'S LICENSE COPY REQUIRED	
Signature of Property Owner		Signature of Applicant	
Date		Date	
Subscribed and Sworn before me this _____ day of _____ (year)		Subscribed and Sworn before me this _____ day of _____ (year)	
by _____		By _____	
Check one: <input type="checkbox"/> Personally Known <input type="checkbox"/> Produced Identification Type of Identification (if any) _____		Check one: <input type="checkbox"/> Personally Known <input type="checkbox"/> Produced Identification Type of Identification (if any) _____	
Notary Public	Notary Stamp	Notary Public	Notary Stamp
My Commission Expires		My Commission Expires	

⚠ IF THE APPLICANT IS THE PROPERTY OWNER ONLY THE "PROPERTY OWNER" SECTION NEEDS TO BE NOTARIZED.



SUBMISSION REQUIREMENTS AND PROCESS

Fully completed, signed and notarized application

Application fee payable to the Town of Southwest Ranches in the amount of \$265.00 (First Time) or \$225.00 (recurring event commercial) Required documents to be submitted with application no later than 30 days prior to event.

Plan, drawn to scale, indicating plot dimensions; adjoining streets and points of access; location of activities and temporary structures and setbacks; location and use of permanent building and uses existing on plot; location and amount of existing off-street parking areas, proposed temporary additional off-street parking areas and aisles, including dimensions, location of traffic marking, and signs (as required per Sec 035-040 (L) of the Town of Southwest Ranches ULDC)

Proof of State of Florida Sales Tax Number (Holiday Wayside Stand Sec. 035-050 (B) (5), and copy of article of incorporation.

Written, notarized permission from all property owners where sales occur (provide copy of deed if owner information not available at www.bcpa.net (Holiday Stand Sec. 035-050 (B) (7)

Proof of public premises liability insurance policy that provide coverage in the amount of \$1,000,000.00 (at each sales location, in case of Wayside Stand), naming Town of Southwest Ranches as additional insured and issued by an insurance company authorized by the Florida Department of Insurance to do business in the State of Florida. The policy must be approved by the Town's legal counsel. (Sec. 035-040 (J) & Sec. 035-050 (B) (8)

A performance bond or similar security acceptable to the Town naming Town of Southwest Ranches as beneficiary in the sum of \$1,000,000.00 (Sec. 035-040 (K) & Sec. 035-050 (B)(9). Not required of not-for-profit on their own property for sales of goods other than pyrotechnical items.



Sec. 035-040. - Outdoor event permits.

- (A) Types of events permitted. Permits for certain outdoor events may be issued subject to compliance with this section. The following outdoor events may be permitted in the zoning districts designated, provided that any other type of outdoor event not listed is prohibited:
- (1) Carnival or circus. A carnival and circus is permitted in commercial and industrial districts; the CF district if sponsored by nonprofit organization; and, the OSR district within town parks only.
 - (2) Concerts, festivals. Concerts and festivals are permitted in commercial and industrial districts, and the OSR district within town parks only.
 - (3) Commercial promotions, shows, sales, and other similar outdoor events. Commercial promotions, shows, sales and other similar outdoor events are permitted in commercial and industrial districts.
 - (4) Outdoor religious or place of worship related activities on same plot occupied by a place of worship. Outdoor religious or place of worship related activities on the same plot occupied by a place of worship are permitted in the CF district.
- (B) Minimum site requirements. All outdoor events shall require a minimum of one (1) net acre of open space with not less than two hundred (200) feet of street frontage on a trafficway with a planned width of at least eighty (80) feet.
- (C) Setbacks. No activity, temporary tent, mechanical device, temporary sanitary facility, or animal associated with any outdoor event shall be closer than three hundred (300) feet from any residential plot, nor closer than one hundred (100) feet from a street line.
- (D) Access. Vehicular access onto any plot used for an outdoor event shall be only from a public street as specified in subsection (B) of this section.
- (E) Parking. Off-street parking shall comply with requirements of article 80, "Off-street parking and loading" insofar as the amount of spaces required, minimum parking space size, and minimum aisle widths. All parking spaces may be on an unpaved surface. Temporary barriers, guides, signs, and other temporary markings shall be erected and placed around and within the parking area to facilitate safe and efficient vehicular traffic flow on site.
- (F) Lighting. Temporary lighting used to illuminate the outdoor event after dusk shall be designed and arranged to reflect away from adjacent properties and away from any street, and shall comply with article 95, "Outdoor Lighting Standards."
- (G) Temporary structures, exhibits, and mechanical riding devices. Temporary structures, exhibits, and mechanical riding devices shall be permitted in conjunction with outdoor events subject to permit and inspection requirements of all applicable town, county and state agencies. No temporary structure shall be used for living quarters. All such structures, exhibits, and mechanical riding devices shall be removed from the premises within seven (7) days after the conclusion of the event.
- (H) Signs. One (1) temporary sign advertising the event may be erected on the plot where the event will be held not more than fourteen (14) days prior to the event. Such signs shall be no larger than twenty-four (24) square feet in sign area and no higher than ten (10) feet above the ground, and shall observe the site distance triangle requirement of section 085-030, "Site distance triangle." The sign shall be removed by the permit holder at the conclusion of the outdoor event.



- (I) Frequency and duration. No outdoor event shall be permitted for a period of time exceeding seven (7) consecutive days. No more than two (2) of each category of outdoor event permits shall be issued on any plot during a calendar year. The total number of outdoor events within a calendar year on any given property shall be limited to six (6). Hours of operation of any event shall be limited to 9:00 a.m. to 10:00 p.m., Sunday through Thursday, and 9:00 a.m. to 12:00 midnight on Friday and Saturday.
- (J) Liability insurance. Before any permit for an outdoor event is issued, the applicant must provide a certificate showing proof of a public premises liability and product liability insurance policy that provides coverage in the amount as currently established or as hereafter adopted by resolution of the town council from time to time. The policy must name the town as an additional insured and must be issued by an insurance company authorized by the state department of insurance to do business in the state. The policy must be approved by the town attorney prior to issuance of any outdoor event permit.
- (K) Performance bond. Before any permit for an outdoor event is issued, a performance bond or similar security acceptable to the town and naming the town as beneficiary in the sum as currently established or as hereafter adopted by resolution of the town council from time to time, shall be executed by the applicant, as principal, and a surety company authorized to do business in the state and on the list of the United States Treasury. Such security must be approved by the town attorney, and shall be in effect for the duration of the outdoor event and for six (6) months subsequent to the end of the event. The security shall be released at the conclusion of the six (6) month time period upon submittal of an affidavit from the applicant that all conditions of the security have been met. The conditions of such security shall be that:
- (1) The applicant shall comply fully with all the provisions of the town ULDC and all applicable county, state or federal laws regarding the sale of goods as permitted;
 - (2) The applicant will pay all judgments rendered against said applicant for any violation of said laws; and
 - (3) The applicant will pay all judgments and costs that may be recovered against said applicant by any persons for damage from any misrepresentation or deceptive practice during the transacting of such business.
- (L) Plans. A plan, drawn to scale, shall be submitted to the town administrator at the time of the permit application indicating the following:
- (1) Plot dimensions;
 - (2) Adjoining streets and points of access to the plot;
 - (3) Location of all activities and temporary structures and setbacks from plot lines;
 - (4) Location and use of any permanent structures and uses existing on the plot;
 - (5) Location and amount of existing off-street parking areas, proposed temporary additional off-street parking areas and aisles, including dimensions, location of traffic markings, and signs.
- (M) Permit applications. A permit application shall be submitted to the town administrator at least thirty (30) days prior to the outdoor event. The permit application shall include the following:
- (1) The name and address of the applicant;
 - (2) The address and legal description of the plot where the event will be held;
 - (3) The date of the event;
 - (4) The type of event and sponsor, if any;
 - (5) The plan required by subsection (L) of this section;



- (6) An executed performance bond as required in subsection (K) of this section;
 - (7) Proof of insurance as required in subsection (J) of this section;
 - (8) Notarized authorization of all property owners of record or their authorized agent, for use of the property for the outdoor event;
 - (9) A notarized affidavit of proof of posting the notice sign required by subsection (Q) of this section; and
 - (10) The applicable processing and inspection fee, in accordance with the fee schedule in effect.
- (N) Agency reviews. Prior to issuance of a permit for an outdoor event, the following entities, as deemed appropriate on a case-by-case basis, shall review and approve the event in accordance with applicable statutes, ordinances and codes:
- (1) Town engineering division;
 - (2) Town attorney;
 - (3) Health department (State of Florida) if approval is required;
 - (4) Department of agriculture and consumer services (State of Florida) (if food service is to be provided) if approval is required;
 - (5) Fire marshal;
 - (6) Building official;
 - (7) The county sheriff's office; and
 - (8) The county department of planning and environmental protection.
- (O) Permit issuance. If the application and plot are in compliance with this section and any other applicable code, statute or ordinance, the town administrator, shall issue the permit upon payment by the applicant of a cleanup deposit in the amount as currently established or as hereafter adopted by resolution of the town council from time to time to the town to guarantee site restoration. The permit must be posted on the plot for the duration of the outdoor event.
- (P) Site restoration. The permit holder shall be responsible for restoring the plot to its original condition within seven (7) days after the end of the outdoor event. Failure to restore the site to its original condition shall result in forfeiture of the cleanup deposit to the town. The cleanup deposit shall be used for restoration of the location.
- (Q) Posting of notice. The applicant must post a sign of sufficient size at least thirty (30) days prior to the beginning date of the outdoor event in a visible location on each street frontage to inform the public of the dates and nature of the outdoor event which will be held on the property.
- (R) Not-for-profit corporations holding events on their own property.
- (1) Not-for profit corporations which abut or are adjacent to agricultural, estate, and rural districts which hold outdoor events on their own property shall be subject to all of the requirements set forth in this section, except the requirements for obtaining a performance bond (subsection (K) of this section), a cleanup deposit (subsection (O) of this section) and posting of notice (subsection (Q) of this section). However, the not-for-profit corporation shall be responsible for restoring the plot to its original condition within seven (7) days after the end of the outdoor event.
 - (2) Not-for-profit corporations that abut or are adjacent to residential plots and hold outdoor events on their own property shall be subject to the additional requirement that the property shall consist of a minimum of one (1) net acre of open space. (Ord. No. 2005-005, § 4(035-040), 4-14-2005)



Sec. 035-050. - Holiday wayside stands.

(A) Permits for holiday wayside stands may be issued for the following holidays for the maximum time periods specified:

Holiday	Maximum Time Period
Independence Day (July 4)	Ten (10) days preceding July 4
Halloween (October 31)	Thirty (30) days preceding October 31
Christmas (December 25)	Thirty (30) days preceding December 25

(B) An application, signed by the applicant, for a holiday wayside stand permit shall be filed with the town administrator at least thirty (30) days prior to commencement of the sales period for Halloween and Christmas and at least sixty (60) days prior to commencement of the sales period for Independence Day. The application shall contain the following:

- (1) The notarized signature of the applicant;
- (2) The names and permanent addresses of all persons responsible for the management or supervision of the holiday wayside stand; the local address of such person while engaged in such business; the capacity in which such person will act (that is, whether as proprietor, agent or otherwise);
- (3) The name and address of the person for whose account the business will be conducted, if any; and if a corporation, under the laws of that state in which it is incorporated and the name and address of its registered agent in the state; and the federal employer's identification number (EIN) or social security number of the business owner;
- (4) The exact address and legal description of the property where the holiday wayside stand will be located;
- (5) Proof of a state sales tax number;
- (6) For vendors of pyrotechnical items who are required to register with the Division of the State Fire Marshal of the Department of Financial Services under F.S. ch. 791, proof of a completed registration form. Proof of actual registration shall be submitted prior to permit issuance;
- (7) Written, notarized permission from all owners of record of the property, or authorized agent of the owner, where the holiday wayside stand will be located;
- (8) Proof of a public premises liability insurance policy that provides coverage in the amount as currently established or as hereafter adopted by resolution of the town council from time to time at each sales location, naming the town as an additional insured, and is issued by an insurance company authorized by the state department of financial services to do business in the state. The policy must be approved by the town attorney;
- (9) A performance bond or similar security acceptable to the town naming the town as beneficiary in the sum as currently established or as hereafter adopted by resolution of the town council from time to time executed by the applicant, as principal, and a surety company authorized to do business in the state and on the list of the United States Treasury. Such security shall be approved by the town attorney, and shall be in effect for the duration of the sales period and for six (6) months subsequent to the end of the sales period. The security shall be released at the conclusion of the six (6) month time period upon submittal of an affidavit from the applicant that all conditions of the security have been met. The conditions of such security shall be that:



- a. The applicant shall comply fully with all the provisions of the town ULDC and all applicable county, state, or federal laws regarding the sale of goods as permitted;
 - b. The applicant will pay all judgments rendered against said applicant for any violation of said laws; and
 - c. The applicant will pay all judgments and costs that may be recovered against the applicant by any persons for damage from any misrepresentation or deceptive practice during the transacting of such business.
- (10) Not-for-profit corporations having holiday wayside stands on their own property. Not-for-profit corporations which have holiday wayside stands on their own property, for other than the sale of pyrotechnical items, shall not be subject to the requirements for obtaining a performance bond and a cleanup deposit. However, the not-for-profit corporation shall be responsible for restoring the plot to its original condition within seven (7) days after the end of the sales period for the holiday wayside stand.
- (C) Number of permits. No permittee shall be issued more than two (2) permits per event. For the purpose of this subsection, the permittee shall be deemed the same if any one (1) principal in the legal entity under which the permittee is operating is identical, regardless of the structure of the legal entity. At any given location permitted under this section, there shall be a maximum of one (1) holiday wayside stand. Each individual sales location shall require a separate permit.
- (D) Permitted locations. Locations for sales of merchandise permitted under this section are subject to the following restrictions:
- (1) Pyrotechnical items may only be sold at locations within a commercial or industrial zoning district. Such sales shall not be permitted in areas located within fifty (50) feet of:
 - a. Any fuel storage facility of any kind; and
 - b. Any area required to provide parking in connection with a restaurant or lounge.
 - (2) Pyrotechnical items may be sold only if each sales location has been approved by the fire marshal.
 - (3) Halloween and Christmas items may be sold at locations within a commercial or industrial zoning district, as well as from any property owned by a nonprofit organization, provided the nonprofit organization is conducting the holiday wayside stand operations for charitable or fund-raising purposes and the purpose is specifically indicated on the permit application.
 - (4) There shall be a minimum of one thousand five hundred (1,500) feet between any two (2) locations permitted under this section. For purposes of determining which permit application of two (2) or more applications proposing sites within one thousand five hundred (1,500) feet of one another shall be approved, the date and time each completed application is accepted for processing shall determine the priority.
- (E) Conditions of permits.
- (1) A permittee must, at the time the permit is issued, pay to the town a cleanup deposit fee as currently established or as hereafter adopted by resolution of the town council from time to time. The deposit will be returned if the permittee restores the permitted location to its original presale condition within one (1) week subsequent to the end of the sales period. Otherwise, the deposit will be retained by the town and used to restore the location.
 - (2) The permit issued pursuant to this section shall be posted conspicuously at the sales location.
 - (3) No permit for the sale of pyrotechnical items may be issued unless such items may be lawfully sold pursuant to F.S. ch. 791.



- (4) One (1) temporary structure for overnight storage of merchandise shall be permitted at each sales location, subject to compliance with all applicable codes and permit requirements. No temporary structure shall be used for temporary living quarters. Temporary storage structures shall be removed not more than one (1) week after the end of the sales period.
- (F) Signs. One (1) four-by-eight (4 x 8) foot sign on each side of the plot abutting a public street shall be permitted in connection with an approved holiday wayside stand during the sales period. Such signs shall comply with all applicable codes, including permitting requirements.

(Ord. No. 2005-005, § 4(035-050), 4-14-2005)



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ZONING FEES

(ANY AFTER THE FACT PERMITS WILL REQUIRE A DOUBLE PERMIT FEE)

ZONING PERMIT FEES BY TYPE	PERMIT FEE	RESUBMISSION FEE
New Single Family Home	\$ 550.00	\$150.00
Residential Addition	\$505.00	\$100.00
Guest House	\$400.00	\$100.00
Certificate of Conformity	\$150.00	\$100.00
Detached Ancillary Building	\$140.00	\$100.00
Prefab Shed (Building At-Grade With No Fill)	\$75.00	\$30.00
Driveways/Walkways	\$135.00	\$35.00
Enclosure on Existing Slab	\$185.00	\$35.00
Fences & Walls	\$132.00	\$100.00
Interior Remodeling	\$200.00	\$100.00
Lighting	\$200.00	\$100.00
Mobile Home (SFR Under Construction)	\$225.00	\$100.00
Non-Residential	\$490.00	\$150.00
Commercial Outdoor Event/Wayside Stands, First Time	\$265.00	\$100.00
Commercial Outdoor Event/Wayside Stands, Recurrent	\$225.00	\$60.00
Residential Outdoor Event/Wayside Stands, First Time	\$110.00	\$30.00
Residential Outdoor Event/Wayside Stands, Recurrent	\$25.00	\$0
Signs, Free Standing	\$440.00	\$120.00
Signs, Wall or Fence Mounted	\$225.00	\$100.00
Slabs, Patio, Sport Courts	\$125.00	\$100.00
Small Scale Structures (Generators, Awning, Propane)	\$84.00	\$30.00
Swimming Pool	\$367.00	\$100.00
Deck (If Part of Pool)	\$34.00	\$0
Fence (If Part of Pool)	\$68.00	\$20.00
Tree Removal/Tree Relocation (If Not Mandatory)	\$170.00	\$170.00
Clearing	\$629.91	\$135.00
Irrigation	340.00	\$100.00

- Any irrigation, clearing, or tree removal – MAKE CHECKS PAYABLE TO CODE SERVICES INC.
- Zoning determination letter - \$250 – MAKES CHECKS PAYABLE TO TOWN OF SWR
- Lien Search - \$150 – MAKE CHECKS PAYABLE TO CODE SERVICES INC.

DISCLAIMER: NO REFUNDS