



**CITY OF SANIBEL**  
**SPECIAL EVENTS PERMIT APPLICATION**  
3880 SANIBEL CAPTIVA RD, SANIBEL, FL 33957  
Phone (239) 472-0345  
Website: [www.mysanibel.com](http://www.mysanibel.com)  
Email: [specialevents@mysanibel.com](mailto:specialevents@mysanibel.com)

FOR CITY USE:

25-067

PERMIT #

1 of 6

DATE: 03/18/2025 Lee Co. Tax Parcel # 

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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 N/A

Application must be submitted no later than 60 calendar days prior to the event accompanied by a refundable deposit (If applicable), and a non-refundable \$50/resident or \$150/non-resident application fee. Applications submitted less than 60 calendar days but not less than 14 days prior to the event, will be assessed a late fee. Applications will not be accepted later than 14 calendar days prior to the event. Applicants may not advertise the event until the special event permit is approved by the city council, city manager, or his/her designee.

NAME OF EVENT: Independence Day Parade

EVENT ADDRESS: Tarpon Bay Road to Periwinkle Way to Casa Ybel Road (Staging area on Island Inn Road)

Name of shopping center or complex, if applicable: N/A

NAME OF APPLICANT: Patricia (Trish) Phillips - Friends of Don, Inc.

ADDRESS: 6870 Briarcliff Road, Fort Myers, FL 33912

TELEPHONE: (239)246-2981 CELL: (239)246-2981 FAX:

EMAIL ADDRESS: LMDCPHIL@AOL.COM WEBSITE:

NAME OF CONTACT PERSON AND PHONE NUMBER AT THE EVENT:

Trish Phillips (239) 246-2981

IS THE APPLICANT/ORGANIZATION A 501(C)3, NON-PROFIT? ☐ Yes ☒ No

Certificate No. Please provide a copy of current certificate.

\*\*A Special Event Permit is issued for up to 3 consecutive days. An event that is longer than 3 consecutive days will require an additional permit to be issued resulting in additional fees.

DATE(S) OF EVENT:

BEGINNING/ENDING TIME:

\*Set-up and tear down must be included as part of event dates.

Set-Up Date(s) Thursday, July 3, 2025

Set-up Time(s) 8 a.m. - 6 p.m.

Event Date(s) Friday, July 4, 2025

Event Time(s) 9:30 a.m. - 11:30 a.m. / Staging begins 7 a.m.

Tear-Down Date(s) Friday, July 4, 2025

Tear-Down Time(s) 10:30 a.m. - 3 p.m.

NUMBER OF PARTICIPANTS EXPECTED: 500 ADMISSION CHARGE (IF ANY): \$30 Commercial / Non-Commercial \$15

TYPE OF EVENT/SPECIFIC ACTIVITIES: Selling tee shirts along parade route.

Independence Day Parade - Participants consist of walkers, bicycle riders, scooters, golf carts, motorcycles, trucks & trailers.

PLEASE CHECK APPROPRIATE BOX: ☐ Private Event ☒ Public Event

\*NOTE - Public events will be listed on the Special Events Calendar on the City's website.



**\*A drawing of event layout, parking area, placement of signs and temporary structures must be attached upon application submission.\***

**TEMPORARY SIGN(S)** The Sanibel Code permits one (1) on-site sign, that may be double-faced, per special event. Area and height are based on the district and land use. Residential districts – not to exceed 3 SF, 3 ft in height; all other districts, not to exceed 12 SF, 4 feet in height. Two (2) off-site directional signs not to exceed 3 SF, 3 ft in height are permitted. **BANNER SIGNS AND BALLOONS ARE STRICTLY PROHIBITED AT ALL TIMES.**

Please indicate sign size, type, and location of **On-Site sign:** N/A  
Please indicate sign size, type, and locations of **Directional Signs** (Non-Profit Organizations only): \_\_\_\_\_

**NUMBER OF VENDORS:** \_\_\_\_\_ \*Vendors must have a Sanibel Business Tax Registration/Receipt (BTR), if applicable.  
**VENDOR #1 BUSINESS NAME:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_  
**VENDOR #2 BUSINESS NAME:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_  
**VENDOR #3 BUSINESS NAME:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**TEMPORARY TENTS AND STRUCTURES - Including arches, tents (specify number of tents and tent size), chairs, tables, bounce houses, dunk tanks, etc.** Tents exceeding 120 square feet require a tent permit (per tent) and inspection from the Sanibel Fire District.

Tent #1 Size: 10 x 10 Staging Area Tent #2 Size: 10 x 10 Station Tent #3 Size: Parade Judges

Temporary Structure Type: \_\_\_\_\_ Quantity: \_\_\_\_\_  
Temporary Structure Type: \_\_\_\_\_ Quantity: \_\_\_\_\_  
Temporary Structure Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

**TRAFFIC CONTROL PLAN:** Please attach traffic control and parking plan for events requiring off-site parking or pedestrian street crossing.

**A Business Tax Receipt or Business Registration is required to work in the City of Sanibel.** Please provide your Sanibel Business Tax Receipt Number or Business Registration Number # \_\_\_\_\_

**Are Police Services, such as Traffic/Pedestrian Control or Event Security requested?** ☒ Yes ☐ No

**NUMBER OF OFFICERS:** To Be Determined **DATE:** July 2, 2025 **TIME:** To Be Determined

The rate is \$185 for a 3-hour minimum shift, per staff member and \$65, per staff member, per hour thereafter. **In the interest of public safety, the Sanibel Police Chief may require an applicant retain Police Services as a condition of granting a Special Events Permit, in which case, applicant is responsible for payment of fees as described above.**

**Will amplified music be played?** ☒ Yes ☐ No \*Must comply with Noise standards, Sanibel Code Chapter 30, Article III.

**Will City property, public right-of-way or other public property, parks, beaches, etc. be utilized?** ☒ Yes ☐ No

If yes, please identify right-of-way and/or public property/park name: Island Inn Rd/Tarpon Bay Rd/Periwinkle Way/Casa Ybel Rd

**EVENTS HELD AT COMMUNITY PARK – SMOKING IS PROHIBITED** at Community Park. Applicant is responsible for ensuring compliance with this policy. **Failure to do so will be in violation of this permit, may lead to forfeiture of deposit, and may constitute a violation of City Policy.** Spot maintenance will be provided at Community Park by the City of Sanibel Public Works Department between the hours of 8 a.m. to 5 p.m., daily. In addition, for overnight events, applicant is responsible for bathroom maintenance (emptying trash containers, stocking of toilet paper and paper towels) between the hours of 5 p.m. and 8 a.m.

**EVENTS HELD ON CITY PROPERTY:** Liability Insurance in the amount of \$1,000,000 listing the City of Sanibel as an additionally insured party may be applicable for certain events held on City property. Proof of insurance must be provided before application is approved.

**NOTE:** If event is held on City property, such as a City Park or City Hall, **alcohol is prohibited** unless approved by City Council. A rental fee and deposit is applicable for use of certain City Properties. Please contact the Sanibel Recreation Center at (239)472-0345 for information regarding fees and deposits.

Will alcoholic beverages be served or sold? ☐ Yes ☒ No

If yes, please contact the **Division of Alcoholic Beverages and Tobacco at (239) 344-0885**, to determine if you are required to obtain a liquor license. If a liquor license is required, applicant must submit the application for a liquor license attached to this application for review and approval by the Planning Department.

Will food and/or drink be served or sold? ☐ Yes ☒ No (Appropriately rated fire extinguishers required)

If this is an outdoor event, vendor may require a Lee County Department of Health Permit or a License from the Division of Business and Professional Regulation. **To find out if you need a Health Department Permit or license, please call the Lee County Health Department at (239) 690-2100 or Division of Business and Professional Regulation at (850) 487-1395.**

Will temporary sanitary facilities be provided? ☒ Yes ☐ No If yes, indicate location on site plan.

Will trash receptacles, dumpsters and recycling containers be provided? ☐ Yes ☐ No

If yes, indicate on site plan. Who will provide the receptacles, dumpsters or containers? \_\_\_\_\_

**NOTE: Trash and recycling receptacles must be emptied at the end of each day into a dumpster for multiple day events to discourage the feeding or foraging of raccoons. Failure to do so will be in violation of this permit, may lead to forfeiture of deposit, and may constitute a violation of other City Ordinances.**

Is this a Sanibel student or Sanibel youth group event? ☐ Yes ☒ No

If yes, the fee for a special event permit shall be \$5 so long as proceeds from the event solely benefit a Sanibel student or Sanibel youth group; is a single day event generally not lasting longer than 8 hours; no vendor or related fees are charged (only the youth group fee or contribution is solicited); event is managed and conducted solely by volunteers; and temporary and/or permanent structures are not required. (Ord. 24-004)

Is the applicant an organized homeowners association or neighborhood association? ☐ Yes ☒ No

If yes, the application fee shall be waived. (Resolution 24-011)

Does event require Vehicle for Hire or a tour bus for guests & participants? ☐ Yes ☒ No (Ordinance 13-009)

If yes, please list bus/van length \_\_\_\_\_ seating capacity \_\_\_\_\_ Name of Company \_\_\_\_\_

Does event require electrical usage at any City Owned Property? ☐ Yes ☒ No

A daily power usage fee for electrical connection at any City owned property will apply. (Resolution 24-011)

**OWNER OF PROPERTY:** If the person/group applying for this permit is not the owner of the property, the property owner must sign this application. If the property owner is unavailable to sign the application, a letter of permission from owner is acceptable.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

By signature below, it is understood by applicant that this application is subject to review and approval by City staff and may be revoked at any time for non-compliance with rules, local ordinances, state statutes or if the event endangers the health, safety, or welfare of the public. The City reserves the right to cancel the event should any conflicts arise with scheduling, and will give reasonable notice to the applicant for the purpose of rescheduling. During reviews by various City Departments, additional conditions may be imposed. As required by Section 110-83, City services determined necessary for the conduct of the Special Event, such as temporary lighting or police officers to direct or reroute traffic, shall be paid by applicant.

This permit is valid only for the time indicated on this permit. In the event that the applicant fails to fulfill the requirement(s) as set forth in this permit, including Beach Standards, or fails to obtain proper authorization to proceed, if conditions have changed, including but not limited to time, specifications and activities, deposit may be forfeited and the permit may be cancelled.

As applicant, I agree to abide by all conditions and requirements of the City of Sanibel and will comply with \*Chapter 110 of the Sanibel Code. Applicant further understands that the use of Fireworks (including sparklers), Explosives, and Upward Lighting are prohibited at all times. \*Copy available upon request.

Applicant Signature: Patricia Phillips

Print Name: Patricia Phillips

**--FOR CITY USE ONLY--**

**DEPARTMENT COMMENTS**

FEEES BY  
DEPARTMENT:

**PUBLIC WORKS**

\$ \_\_\_\_\_  
Public Works

**PLANNING  
DIVISION**

\$ \_\_\_\_\_  
Planning

**BUILDING  
DIVISION**

If checked "YES" applicant must comply with attached Tent Standards.

☐ Yes ☐ No

\$ \_\_\_\_\_  
Building

**POLICE**

\$ \_\_\_\_\_  
Police

**FINANCE**

\$ \_\_\_\_\_  
Finance

Business Tax Receipt Verified? ☐ Yes ☐ No

**NATURAL  
RESOURCES**

\$ \_\_\_\_\_  
Natural  
Resources

If checked "YES" applicant must comply with attached Beach Standards. ☐ Yes ☐ No

**ALM  
RECREATION**

Request to waive fees via  
City co-sponsorship

\$ \_\_\_\_\_  
Recreation

**ADMINISTRATION**

\$ \_\_\_\_\_  
Administration

City Council Approval Date: \_\_\_\_\_

Minutes Attached: ☐ Yes ☐ No

Comments/Permit Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Manager Approval \_\_\_\_\_

Date \_\_\_\_\_

Friends of Don, Inc.  
6870 Briarcliff Road  
Fort Myers, Florida 33912  
(239)246-2981

March 14, 2025

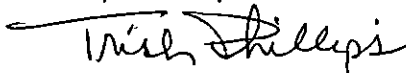
Mr. Dana Souza  
City Manager  
City of Sanibel  
800 Dunlop Road  
Sanibel, Florida 33957

Dear Mr. Souza,

July fourth is just around the corner and the committee of Friends of Don are planning the 2025 Annual Independence Day Parade. We would like to extend the invitation to the City of Sanibel to be co-sponsor of the event celebrating the 50 years of the city's incorporation. We ask that all special event fees be waived as part of the sponsorship.

We thank you for your consideration in this matter and look forward to hearing from you.

Respectfully,

A handwritten signature in black ink, appearing to read "Trish Phillips". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

Trish Phillips  
Committee Member  
Friends of Don, Inc.

Enclosed – Special Events Application







Insurance  
Policy Will  
Be Inserted  
Here