

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

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: N/A **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' Judges Station Tent #3 Size: _____

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 4, 2026 **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.

City of Sanibel _____
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

Business Tax Receipt Verified? Yes No

\$ _____
Finance

NATURAL RESOURCES

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

\$ _____
Natural Resources

RECREATION

\$ _____
Recreation

ADMINISTRATION

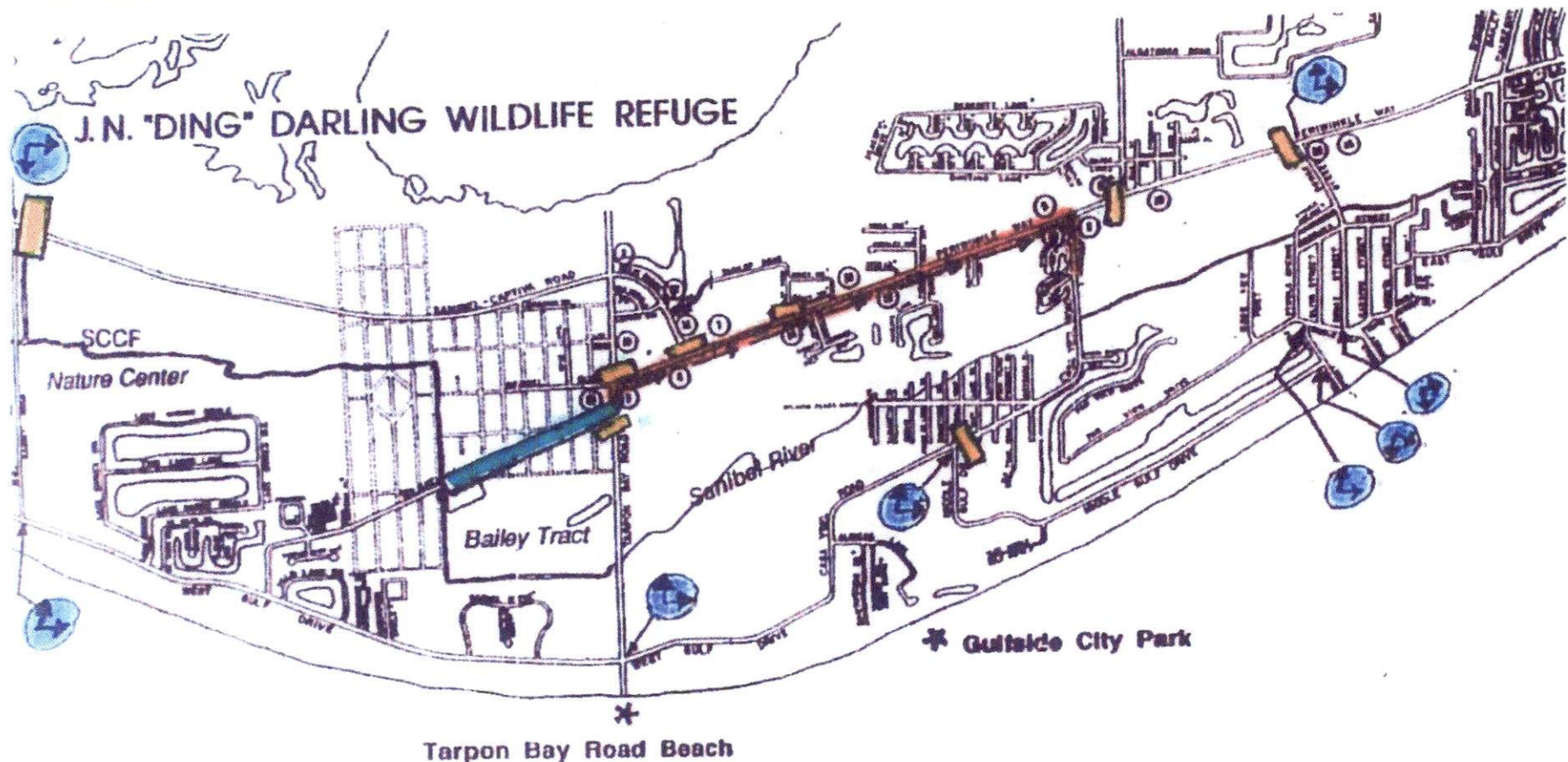
\$ _____
Administration

City Council Approval Date: _____ Minutes Attached: Yes No

Comments/Permit Conditions: _____

City Manager Approval

Date



- LEGEND**
- PARADE ROUTE 
 - VIEWING AREA 
 - STAGING AREA 
 - ROAD BARRICADE 
 - DETOUR SIGN 

Map

Friends of Don, Inc.

6870 Briarcliff Road
Fort Myers, Florida 33912
(239)246-2981

March 25, 2026

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

Dear Mr. Souza,

The Friends of Don committee are planning the 2026 Annual Independence Day Parade. We would like to extend the invitation to the City of Sanibel to continue to be co-sponsor of this annual event. 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 blue ink that reads "Trish Phillips". The signature is written in a cursive style with a long horizontal line extending to the left of the first letter.

Trish Phillips
Committee Member
Friends of Don, Inc.

Enclosed – Special Events Application

**INSERT
CERTIFICATE
OF
INSURANCE
(COI) HERE**