



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

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FOR CITY USE:

25-017

PERMIT #

N/A of _____

DATE: 8/16/2025 Lee Co. Tax Parcel # 26-46-22-T2-00007.0000

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: Veteran's Day Ceremony

EVENT ADDRESS: Sanibel City Hall flagpole, 800 Dunlap Road

Name of shopping center or complex, if applicable: City Hall

NAME OF APPLICANT: Mb James L. Dozier Lee Coast Chapter, Military Officers Association of America

ADDRESS: P.O. Box 682, Sanibel, FL 33957

TELEPHONE: 941-626-2943 CELL: 239-281-5356 FAX: _____

EMAIL ADDRESS: col.tbmoore@gmail.com WEBSITE: https://lee.coast.nordpress.com

NAME OF CONTACT PERSON AND PHONE NUMBER **AT THE EVENT**:

Colonel Tim Moore / 941-626-2943 or Fred Bandurant / 239-281-5356

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

Certificate No. 45-437-8924 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) 11/11/2025

Set-up Time(s) 9 AM

Event Date(s) 11/11/2025

Event Time(s) 11 AM until Noon

Tear-Down Date(s) 11/11/2025

Tear-Down Time(s) Noon until 1 PM

NUMBER OF PARTICIPANTS EXPECTED: 300 ADMISSION CHARGE (IF ANY): None

TYPE OF EVENT/SPECIFIC ACTIVITIES: Flag ceremony and ceremony to observe Veteran's Day

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**: NA
Please indicate sign size, type, and locations of **Directional Signs** (Non-Profit Organizations only): _____
5 off-site directional signs

NUMBER OF VENDORS: NA *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: _____ **Tent #2 Size:** _____ **Tent #3 Size:** _____
Temporary Structure Type: 350 chairs **Quantity:** 350
Temporary Structure Type: Podium **Quantity:** 1
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 # NA

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

NUMBER OF OFFICERS: _____ **DATE:** _____ **TIME:** _____

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: Flag Pole area in front of City Hall.

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.

(Free Bottled Water)
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: _____

Print Name: _____

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Alex Mackenzie
Lee Coast MORA
239.980.2485
0485

Revised 03/20/2024

--FOR CITY USE ONLY--

DEPARTMENT COMMENTS

FEE BY
DEPARTMENT:

PUBLIC WORKS

\$ _____
Public Works

**PLANNING
DIVISION**

\$ _____
Planning

**BUILDING
DIVISION**

20x20 + 20x30 tents

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

RECREATION

\$ _____
Recreation

ADMINISTRATION

\$ _____
Administration

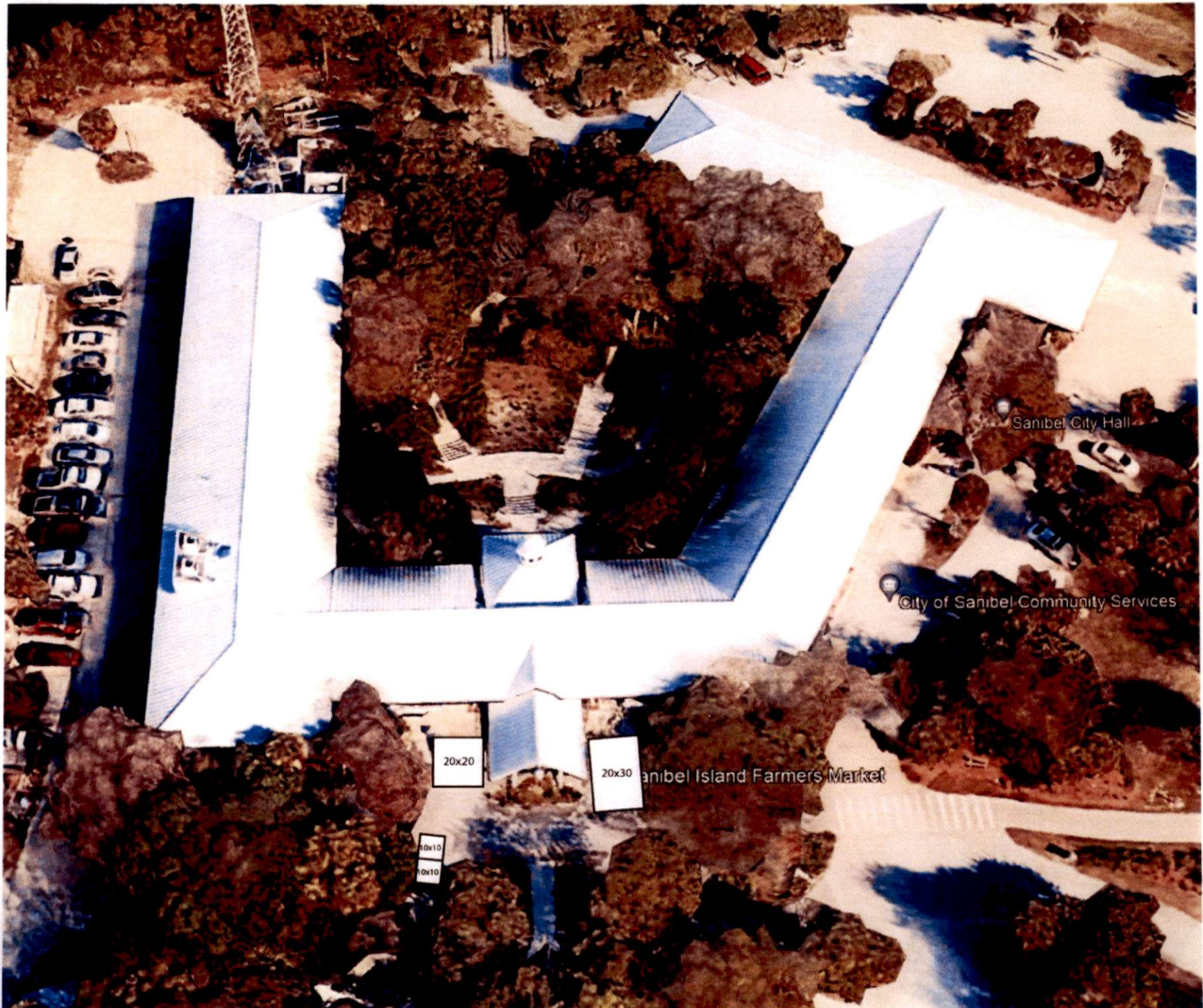
City Council Approval Date: _____

Minutes Attached: ☐ Yes ☐ No

Comments/Permit Conditions: _____

City Manager Approval _____

Date _____



CITY OF SANIBEL & THE SANIBEL FIRE DISTRICT



TEMPORARY TENT CONDITIONS

What do I need to know?

- All tent fabric shall be flame-resistant.
- Tent must have temporary lighting if occupied following sunset. Applicant must obtain an electrical permit and comply with the National Electrical Code for this or any other electrical work.
- All tents shall have a 2A – 10 BC rated fire extinguisher mounted in clear view. The 2A-10BC rated extinguisher shall be within a distance of 75 feet of any enclosed space inside of the tent.
- Egress aisles must be maintained within the tent at all times. Exit signs are required if the tent has sides down.
- Tents may not be occupied during thunderstorms.
- Emergency vehicle access must be maintained around the perimeter of the tent at all times. Tent placement shall not obstruct emergency vehicle access to the property.
- NO SMOKING signs must be posted in the tent.
- Any stage that has a height of 30" or greater is required to have a guardrail.
- Emergency lighting compliant with N.F.P.A. standards are required in tents exceeding 1200 square feet.

Continued...

- For commercial tents exceeding 120 sq ft and residential tents exceeding 900 sq ft, please call the Sanibel Fire Control District at (239) 472-5525 for an inspection prior to the event once the following have been completed:
 - a) Erection of the tent
 - b) Setting up tables, chairs, aisles and catering area
- Within 24 hours following the event, the tent(s), furnishings and refuse shall be removed and the site shall be restored to its original condition.

\$ Temporary Tent Permit Fee is \$125 for the first tent and \$50 for each additional when there is more than one tent per event.

? For questions relating to inspections, contact the Sanibel Fire District at (239) 472-5525. For questions relating to special event permits, contact the Sanibel Recreation Department at (239) 472-0345.



[Click here](#) or scan the QR code to view the Special Event Permit Application. Tent Sizes and numbers are limited to what is written on the approved special event permit.

