



Special Activity Permit Application

104 N. Riverside Drive
Edgewater, FL 32132
Planning@cityofedgewater.org
386-424-2400 ext. 1502

Fee: \$100.00/day (Under 2,000 attendees) \$200/day (Over 2,000 attendees)

Case No. _____

Required Documents

1. Site Plan reflecting the location and number of vendors, parking layout, and sanitary facilities.
2. Bond or an insurance policy to protect City from liability in form and substance acceptable to City of at least \$500,000 if no on-site alcohol consumption is proposed and \$1,000,000 if on-site alcohol consumption is permitted and/or pyrotechnics are proposed.
3. **Activities with expected attendance over 2,000 only** - Names and mailing addresses of property owners within 500-feet of the event site, as obtained from the Volusia County Property Appraisers Office. Note: Names and addresses printed from the Property Appraisers website will not be accepted. Excel format required if submitting electronically.
4. **Non-Profit and/or Charitable Organizations** – Tax Exempt Certificate or proof of 501c3 status.

Applicant Information (MUST BE A PERSON)

Name Phone Email

Street Address City State Zip

Sponsor Information

Name Phone Email

Street Address City State Zip

Event Information

Name Street Address/location Date(s)

Hours of operation Set up/tear down dates Expected Attendance

Description of Event

Outside music/amplification Yes No Hours _____
 Vendors Yes No # _____ Type: Food Alcohol Soft Drinks Arts/Crafts Other

Which of the following will be used:

Water Booth Temporary Signs Temporary Tents Canopy
 Electricity Banner Fireworks/Pyrotechnics Amusement Rides Barricades

Portable Restroom # _____ Trash Cans # _____ Other (specify) _____

City services requested Yes No

Type Dates Times

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Vendor Information (attach copy of applicable state and local licenses)

Business Name	Phone	Email	
Street Address	City	State	Zip
Owner Name	Type of Business		

Business Name	Phone	Email	
Street Address	City	State	Zip
Owner Name	Type of Business		

Business Name	Phone	Email	
Street Address	City	State	Zip
Owner Name	Type of Business		

Business Name	Phone	Email	
Street Address	City	State	Zip
Owner Name	Type of Business		

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