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Special Event Simplified Procedure

Special Event Permits are required for events that need a fire inspection (events with food vendors, fireworks, and/or carnival rides) and events that may generate noise after 10:00 PM.

A Special Event Permit Application must be filled out by the responsible party. The application fee is generally waived if no admission is being charged. If the application is filled out by someone other than the owner or employee of an institution or business where the event will be held, an Affidavit of Authorization is required.

Each item in Part Two of the application must be addressed in a narrative. If the item does not apply, that must be indicated.

The application and any other required documents must be submitted to the Town Clerk. “A complete application may be scheduled for review and action by the town commission at the next regularly scheduled meeting provided that such meeting is at least ten business days after the submittal is determined to be complete (10.13.B.).” Meetings are held on the second Monday of every month at 7:00 PM.

The applicant or a representative is encouraged to attend the Commission Meeting.

The Fire Inspector (if an inspection is needed) will review the application and provide inspection requirements.

Once approved, the applicant is responsible for fulfilling fire inspection requirements (if needed) and paying inspection fees (if any).

Sections of the Code (as-is on 06/28/21) are on the following pages; the Code is updated periodically. The entire Code is available for review via the Ordinances tab of the Town website ([www.townofstleo.org](http://www.townofstleo.org)). The Applicant is required to adhere to current Code.

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Code Sections

**Sec. 8.3. - Temporary uses.**

A.  Temporary uses have characteristics that by their nature (non-permanent structures, small-scale, limited duration of activity and/or are seasonal activities) may be compatible with the range of uses permitted within a zoning district on a temporary basis. These uses require the imposition of development criteria (including, but not limited to setbacks, buffering, hours of operation and duration of use) in order to ensure that they are not harmful to the health, safety, and welfare of residents, surrounding uses and surrounding properties. These criteria may be applied in relation to use, occupancy, location, construction, design character, scale and manner of operation and length of time and/or frequency in which the temporary use will occur.

B.  Temporary uses shall be permitted only in the business, institutional and agricultural zoning districts. Temporary uses may be approved by the town commission through a temporary use permit review (see article X).

C.  The following uses/events may be permitted temporarily for a period of up to six weeks in any six-month period after issuance of a temporary use permit, and if necessary, a building permit by the building official, any permit required by the Pasco County Health Department and any required liquor license:

1.  Tent sales, including Christmas trees; fireworks; artworks; household furnishings, home decor; or plant sales.

2.  Facilities for the trans-shipment, processing, fabrication, or manufacture of materials for public works projects may be permitted as temporary uses during the construction periods of those specific public works projects provided such temporary uses do not cause adverse effects on adjacent lands or uses.

3.  Carnival, circus, music festivals, street fairs, and the related retail sales, food vendors and parking directly affiliated with the event.

4.  Mobile amusements, banners, and lighting equipment for promotion, advertisement, and grand openings.

5.  Tent revival meetings.

6.  Stand-alone retail sales and food vendors (structure, vehicle, mobile trailer or cart) and parking areas not directly affiliated with an approved event.

7.  Parades, foot races, concerts, firework displays, tents, vendors, food and alcohol.

8.  Any other temporary uses that are deemed appropriate by the town commission.

D.  Garage sales at a single-family residential home provided that no more than three such events are conducted during any calendar year do not require a temporary use permit.

(Ord. No. 11-01, § 2, 1-10-2011; Ord. No. 11-02, § 2, 1-10-2011; [Ord. No. 20-01, § 4, 1-13-2020](http://newords.municode.com/readordinance.aspx?ordinanceid=1000962&datasource=ordbank) )

**Sec. 10.13. - Review procedures and development guidelines for temporary uses.**

A.  A temporary use application shall be submitted to the town clerk containing the following information:

1.  The completion and submittal of the Town of St. Leo application form signed by the property owner of record and the application fee as established by the town commission. The filing of the application acknowledges the applicant's agreement to be responsible for any and all outside costs to the town for the review of the application and associated materials.

2.  A written narrative describing the proposed use or development, any requested variances to this chapter, and identification of any impact to established visual corridors.

3.  A letter of authorization/affidavit from the property owner for any representative to act on behalf of the property owner.

4.  Notation of the duration of the temporary use and hours of operation.

5.  The applicant/operator shall provide designated, safe and adequate on-site and off-site parking; no parking shall be allowed within a public right-of-way in order to maintain the safe and orderly flow of traffic.

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6.  The applicant/operator shall provide safe and adequate ingress and egress to the property including safe clear sight distance for vehicles entering or leaving the property. Barriers (such as railroad ties, fencing or other acceptable barrier as approved by the town commission) shall be provided to direct vehicle ingress/egress to an existing driveway(s). Where a delineated driveway does not exist on the property, a driveway location shall be delineated, as approved by the town commission, for the purpose of ingress/egress during the duration of the temporary use.

7.  The applicant/operator shall insure that all temporary use areas such as trailers, outdoor storage areas, stages, tents, retail sales and food vending areas, other than parking, are located at least 25 feet from a public right-of-way and any neighboring residential areas.

8.  The applicant/operator shall obtain appropriate permits and fire inspections for any structures to be located on the property; or if such use requires electricity or plumbing permits, the applicant shall obtain such permits and inspections prior to operation of the temporary use. A business license tax fee must also be obtained from the town clerk and shall be available on-site during the operation of the temporary use.

9.  Signage is permitted on the temporary use structure, vehicle, mobile trailer or cart. No signage shall be located on the roof of any structure, vehicle or mobile trailer. In lieu of signage on the structure, vehicle, mobile trailer or cart, appropriate free-standing signage shall be permitted during the duration of the temporary use permit and shall be subject to the sign area, setback and height requirements as set forth in article XI, sign regulations, section 11.9.4, religious institutions. Directional signage is permitted pursuant to section 11.4, exempt signage.

10.  The applicant/operator shall submit a general site plan application which includes a detailed site plan of the total area to be utilized for the temporary use with dimensions showing the location and setback of the tent or temporary structure; maximum capacity (number of persons) to be within the tent or temporary structure; the number and location of all sales/food vendors directly affiliated with the temporary use; location of all on-site and off-site parking areas; a traffic circulation plan showing all ingress/egress locations and barriers to channel ingress/egress to these driveway locations; and the location, number and a description of any signs, lights, balloons, fences, banners, etc. Such plan shall be examined by the town commission or its designee to determine compliance with this code and other applicable codes, ordinances or regulations. No temporary use permit or building permit shall be issued until such plan complies with these provisions.

11.  Other information as may be deemed necessary by the town to evaluate the plan for compliance with this chapter and the Land Development Code.

B.  *Procedural and notification requirements.*

1.  Within ten business days of the receipt of the submittal requirements contained in this section, the town commission or its designee shall determine if the application is determined to be complete. A complete application may be scheduled for review and action by the town commission at the next regularly scheduled meeting provided that such meeting is at least ten business days after the submittal is determined to be complete.

2.  The town commission may take the following action at their meeting:

a.  Approve a resolution approving the application as submitted or with conditions;

b.  Deny the application;

c.  Defer action on the application to a future town commission meeting not more than 60 days from the date of the initial meeting.

3.  Failure by the operator/applicant to comply with any conditions of approval for the temporary use permit shall result in immediate voiding of the temporary use permit and all temporary uses shall cease immediately.

4.  Any extension of time for the temporary use beyond that provided for in the approval shall require a public hearing pursuant to article IX. The town commission shall establish a maximum time limit on any extension.

( [Ord. No. 20-01, § 1, 1-13-2020](http://newords.municode.com/readordinance.aspx?ordinanceid=1000962&datasource=ordbank) )

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Sec. 18-117. - Prohibited generally.

It shall be unlawful for any person to make, continue or cause to be made or continued any loud, unnecessary or unusual noise or vibration or any noise or vibration which either annoys, disturbs, injures or endangers the comfort, repose, health, peace of reasonable persons with ordinary sensibilities. Any noise or vibration that is generated between the hours of 10:00 p.m. and 7:00 a.m. and is transmitted so as to be heard beyond property lines shall be prohibited unless such noise or vibration is generated as a result of emergency conditions.

(Code 1982, § 8-13; [Ord. No. 20-05, § 3, 9-14-2020](http://newords.municode.com/readordinance.aspx?ordinanceid=1041659&datasource=ordbank) )

**Sec. 18-164. - Noise.**

(a)  Definitions. For the purpose of this section, certain words and phrases used herein are defined as follows:

*Impulsive sound* means sound of short duration, usually less than one second, with an abrupt onset and rapid decay. Examples of sources of impulsive sound include explosions, drop forge impacts, and discharge of firearms.

*Noise* means any sound which disturbs humans or animals, or which causes or tends to cause an adverse psychological or physiological effect on humans or animals.

*Noise disturbance* means any sound which:

(1)  Endangers or injures the safety or health of humans or other animals;

(2)  Disturbs a reasonable person of normal sensitivities;

(3)  Endangers or injures personal or real property;

(b)  It shall be unlawful for any person to make or cause to be made any impulsive noise or noise disturbance provided, however, that construction activity pursuant to a properly issued building permit shall not be such a noise.

(c)  It shall be unlawful for craft operating on water areas adjoining residential areas, and people aboard such craft, to make any noise which disturbs a reasonable person of normal sensitivities trying to sleep during the hours of 10:00 p.m. to 8:00 a.m. daily.

(d)  The owner, tenant or lessee of property, or a manager, overseer or agent, or any other person lawfully entitled to possess the property from which the offending sound is emitted at the time the offending sound is emitted, shall be responsible for compliance with this article. It shall not be a lawful defense to assert that some other person caused the sound. The lawful possessor or operator of the premises shall be responsible for operating or maintaining the premises in compliance with this article and shall be punished whether or not the person actually causing the sound is also punished.

(Ord. No. 07-05, § 3, 6-11-2007)

Sec. 18-165. - Exceptions.

(a)  The prohibitions against noise and fireworks set forth herein shall not apply during New Year's Eve, New Year's Day, and the 4 th of July.

(b)  The prohibitions against noise and fireworks set forth here in shall not apply to any event with an event official designated in writing by the event sponsor and filed with the town clerk and which is conducted and supervised by a professional fireworks display person, who has been approved in writing by a fire inspector licensed by the State of Florida, which approval shall also be filed with the town clerk.

(Ord. No. 07-05, § 4, 6-11-2007)

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Sec. 18-166. - Penalties.

(a)  Any person violating any provision of this article or any person who causes or allows another to violate any provision of this article shall be deemed guilty of a civil infraction violation and fined $100.00 for the first offense, and an increase of the penalty and fine for each subsequent violation committed within one year of the initial violation.

(b)  In the event a repeat violation by the same offender, is determined to be willful by the enforcing officer, or if the unlawful sound or noise is not reduced or abated to allowable limits after warning and/or the issuance of a citation, the offender may be subject to arrest for a violation of this article and if convicted shall be punishable as a misdemeanor with a fine not to exceed $500.00 or imprisonment not to exceed 60 days, or both fine and imprisonment.

(Ord. No. 07-05, § 5, 6-11-2007)