



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS ZONING DIVISION

501 S. Commerce Ave., Sebring, Florida 33870

Office (863) 402-6638 Fax (863) 402-6651 www.highlandsfl.gov

SPECIAL EVENT APPLICATION INSTRUCTIONS AND SUBMITTAL CHECKLIST

Instructions:

A complete application packet, including all required insurance certificate(s) and supporting documentation, must be submitted to the Highlands County Zoning Division a minimum of 90 days prior to the set-up date of the Special Event.

Complete applications may be submitted to the Zoning Division as follows: emailed to PandZ@highlandsfl.gov, faxed to (863) 402-6651, or mailed/hand-delivered to 501 South Commerce Avenue, Sebring, Florida 33870.

Submittal Checklist: Please check each box or write "n/a" if not applicable.

- Completed Application Form to be submitted to the Zoning Division. Zoning can be reached by phone at (863) 402-6638.
- Receipt showing required fee has been paid to the Zoning Division.
- Certificate of Insurance showing adequate insurance coverage, specifically naming "Highlands County, a Political Subdivision of the State of Florida and its Elected Officials, Agents, Employees, and Volunteers" as additional insured. Questions regarding Insurance can be directed to the Highlands County Risk Manager at (863) 402-6650.
- Signed Indemnification/Hold Harmless Agreement.
- Confirmation of Availability and Reservation of County Park or Facility, if applicable. Parks and Facilities can be reached by phone at (863) 402-6758.
- Approved Tent Permit if the event will have tents or other temporary structures larger than 900 square feet. Fire Services can be reached by phone at (863) 385-1112.
- Firework Permit approved by Fire Services if the event will have fireworks or other pyrotechnic activities. Fire Services can be reached by phone at (863) 385-1112.
- Firework Permit approved by the Highlands County Board of County Commissioners if the event will have fireworks at a County Park or Facility.
- Temporary Road Closure Approval and Maintenance of Traffic Plan approved by the Highlands County Engineering Department if the event will require temporary closure of local roads in the unincorporated areas of Highlands County. Engineering can be reached by phone at (863) 402-6877.
- Temporary Road Closure Approval and Maintenance of Traffic Plan approved by the Florida Department of Transportation if your event will require temporary closure of State roads. FDOT can be reached by phone at (850) 414-4100.
- Approved Noise Relief Permit, if applicable. Noise Relief Permits are facilitated through the Zoning Division.
- Temporary Alcoholic Beverage Permit if alcoholic beverages will be sold at the event. Florida Department of Business and Professional Regulations can be reached by phone at (850) 487-1395.
- Separate/Additional approvals from Municipalities if the Event will cross over into City or Town limits

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**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
ZONING DIVISION**

501 S. Commerce Ave., Sebring, Florida 33870
Office (863) 402-6638 Fax (863) 402-6651 www.highlandsfl.gov

SPECIAL EVENT PERMIT APPLICATION

Event Host Information

Name of Organization Hosting Event: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

For profit, 501(c)3*, or other non-profit*? _____

**If non-profit, please provide Tax Exemption Certificate.*

Name of Contact Person: _____

Email address: _____

Contact # day of event: _____

Event Information

1. Name of event: _____

2. Start date and time: _____

3. End date and time: _____

4. Set-Up date and time: _____

(Set-up start time is the time the venue reservation contract time begins, and the earliest any event-related activity can happen in the venue/space)

5. Break-down date and time: _____

(Break-down time is the time the venue reservation contract time ends, and the latest any event-related activity can happen in the venue/space)

6. Location of event: (include map that outlines the area and layout of event) _____

7. General description of event: _____

8. Is the event open to spectators? yes no

9. Is there an admission fee? If yes, how much? _____

10. Anticipated number of participants and vendors: _____

11. Anticipated number of spectators: _____

12. Anticipated number of vehicles: _____

13. How will parking be accommodated? _____

14. Do you need any streets or roads closed for the event? yes no

Approval(s) will be needed to close roadways. State Road closures require FDOT approval. County and local roads require City Council or County Commission approval.

15. Do you need law enforcement, fire or EMS units on stand-by? yes no

If "yes", safety aspects of the special event need to be coordinated with public safety entities.

16. Will you be using a County park/facility to hold your event? yes no

If "yes", Facility availability must be verified, and approval is required from the Parks and Facilities Department.

17. Will there be any fireworks or pyrotechnics? yes no

If "yes", the vendor must be licensed, and the safety aspects of the special event need to be coordinated with public safety entities. BCC approval shall be required for use of fireworks in or on County owned property, including all County Parks.

18. Will food vendors be cooking or serving food at the event? yes no

If "yes", provide the event coordinator with a copy of DBPR Form HR 5030-034 which outlines food vendor notification and licenser requirements.

19. Does your event necessitate the use or setup of any temporary structures, such as tents, canopies, buildings, stages, etc.? yes no

If "yes", permits may be necessary, and these structures may have to be inspected. Please contact Fire Services.

20. Is the event "animal related" (animal rides, races, petting zoo, etc.)? yes no

If "yes", ensure that safe and appropriate animal handling measures have been put in place.

21. Is the event going to need a Noise Permit? yes no

If "yes", complete the required Noise Ordinance Relief request and submit to Zoning.

22. Will alcoholic beverages be sold at the event? yes no

If "yes", an approved Beverage License issued by the State of Florida will be required. Obtain the required application from the Florida Department of Business and Professional Regulations.

23. Please provide information as to how solid waste will be properly collected and disposed of: _____

Insurance Requirements

You are required to procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence. Proof of insurance must be submitted on the Acord 25 Certificate of Insurance Form a minimum of 60 days prior to the event. This insurance must name "Highlands County, a Political Subdivision of the State of Florida and its Elected Officials, its Agents, Employees, and Volunteers" as an additional insured in any and all policies.

Due to the nature of your event, additional insurance may be required. The below listing is some of the types of additional insurance that may be required due to the nature of your proposed event, but is not intended to be an all-inclusive list; additional coverage may be requested by Highlands County.

- *Automobile Liability Insurance*
Any event involving the use of automobiles must maintain automobile liability insurance for the duration of the event with a combined bodily injury and property damage with a minimum of \$500,000 for each occurrence.
- *Liquor Liability Endorsement*
All special events that involve the sale and consumption of alcoholic beverage must provide a coverage with a minimum of \$1,000,000 for each occurrence.
- *Fireworks Endorsement*
Any event utilizing fireworks or any other pyrotechnic displays shall provide a coverage with a minimum of \$1,000,000 for each occurrence, and shall specifically state on the Certificate of Insurance Form that the liability insurance does not exclude any incidents or damages related to the fireworks or pyrotechnic display.
- *Hazardous Materials Endorsement*
Any activities involving the use of hazardous materials should provide a coverage limit with a minimum of \$2,000,000 combined single limit per occurrence and annual aggregate with no deductible.
- *Worker's Compensation Insurance and Employer's Liability Insurance*
Any event involving the hiring of employees by the applicants must maintain workers' compensation insurance or employer's liability insurance for the duration of the event with a combined bodily injury and property damage with a minimum of \$1,000,000 for each occurrence.
- *Boats and Planes Endorsement*
Any special events involving the use of motorcycles, powered model cars, boats, planes, nonstandard personal cars and jet or inducted fan propulsion watercraft should provide a coverage with a minimum of \$2,000,000 for each occurrence and annual aggregate with no deductible.
- *Participant Liability Insurance*
Any walks, runs, parades, amateur sports, boxing matches and tournaments require participant liability insurance with a \$1,000,000 limit per occurrence.

All Certificates of Insurance must name “Highlands County, a Political Subdivision of the State of Florida and its Elected Officials, its Agents, Employees, and Volunteers” as “Additional Insured”.

Additional Insured: “Highlands County, a Political Subdivision of the State of Florida and its Elected Officials, its Agents, Employees, and Volunteers”, 600 South Commerce Avenue, Sebring, Florida 33870

These insurance requirements shall in no way limit the liability of the Other Party (Event Planner). The County does not represent these minimum insurance requirements to be sufficient or adequate to protect the Other Party’s interests or liabilities, but are merely minimums. Except for Worker’s Compensation, the Other Party’s insurance policies shall be endorsed to name “Highlands County, a Political Subdivision of the State of Florida and its Elected Officials, its Agents, Employees, and Volunteers” as an additional insured. If exempt from Worker’s Compensation coverage, as defined in Florida Statute 440, the Other Party will provide a copy of State Worker’s Compensation Exemption.

COVID Waiver

**ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY AND INDEMNITY
RELATING TO COVID-19**

PLEASE READ CAREFULLY BEFORE SIGNING

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Highlands County has put in place preventative measures to reduce the spread of COVID-19. However, the Highlands County cannot guarantee that you will not become infected with COVID-19. Further, use of the Highland County's _____, hereinafter "Facility", could increase your risk of contracting COVID-19.

In consideration for utilizing the Facility for _____ (event), I hereby acknowledge and agree to provisions set forth herein. By signing this Release and Waiver of Liability and Indemnity Agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by using Highland County's Facility and that such exposure or infection may result in personal injury, illness, permanent disability and death. I understand that the risk of becoming exposed to or infected by COVID-19 through such use may result from the actions, omissions or negligence of myself and others, including, but not limited to, County employees, volunteers and others.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability and death), illness, damage, loss, claim, liability or expense of any kind ("Claims"), that I may experience or incur in connection with my use of Highland County's Facility. On my behalf, I hereby release, covenant not to sue, discharge and hold harmless Highlands County, its officers, employees and agents of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand that this release includes any Claims based on the actions, omissions or negligence of Highlands County, its officers, employees and agents, whether a COVID-19 infection occurs before, during or after the use of the Highlands County's Facility.

The parties agree that to the extent the written terms of this release conflict with Florida laws, statutes, or public policy, the written terms of this Waiver and Release of Liability and Indemnity shall be deemed by any court of competent jurisdiction to be modified in the most limited extent possible and in such a manner as to be in full and complete compliance with all such laws, statutes, or public policy, and to not contain any unenforceable, or prohibited term or terms, such that this Risk and Waiver of Liability shall be fully enforceable in accordance with and to the greatest extent permitted by Florida Law.

Signature

Date

Printed Name

INDEMNIFICATION / HOLD HARMLESS AGREEMENT
WAIVER, PROMISE TO DEFEND, INDEMNIFY AND HOLD COUNTY OF
HIGHLANDS, FLORIDA, ET AL., HARMLESS

REPRESENTATION OF AUTHORITY

In executing this document, the undersigned acknowledges he/she/they is/are the chief executive officer, principal and/or owner(s) of (Name of Company) _____ and, as such, is/are fully authorized to act for and to bind same to the obligations and undertakings of, or as required by the execution of this legal document. The undersigned does/do hereby further acknowledge it is by the acts, efforts and/or sponsorship of (Name of Event) _____, as permitted by the County of Highlands, Florida (hereinafter "County"), that a special event of their design and control, generally known as (Name of Event) _____ is to occur, on the _____ day of _____, 20____, in the vicinity of (Address of event location) _____, in whole or part on Public property, or other public property under the maintenance or control of the County. The undersigned does/do hereby further acknowledge, in executing this legal document, they are of sound mind, the age of majority, and otherwise possess both capacity and full authority to act for (Name of Company) _____, and fully understand the contents of this document.

WAIVER

As such, the undersigned does/do hereby, with respect to the County, all of its officials, officers, directors, agents, guests, invitees, employees and persons or entities acting for or on behalf of the County, voluntarily, fully and completely waive, abandon, and relinquish all grounds, rights and privileges now existing or yet to come into existence for any action, failure to take action, and arising in connection with or stemming from the County's approval of his/her/their application for a County permit to conduct the special event identified herein. In the event of litigation or arbitration in connection with the enforcement or interpretation of this General Waiver, the undersigned agrees to waive all rights to payment or contribution of payment for any fees or costs incurred by or through them by the County, all of its officials, officers, directors, agents, any employee, or persons or entities acting for or on behalf of the County.

FURTHER, with regard to any applicable insurance coverage the undersigned may enjoy or obtain as a condition precedent to the County permitting a "Special Event" and/or the possession or service of alcoholic beverages on public property, the undersigned hereby waives their right of subrogation otherwise available therein or thereby.

PROMISE TO DEFEND AND INDEMNIFY

FURTHER, the undersigned do/does hereby, individually and on behalf of all their contractors and sub-contractors of the special event, their heirs, executors, administrators, successors, privies, and assigns assignees, voluntarily agree to defend, indemnify and hold harmless the County, its officials, officers, directors, agents, guests, invitees, and employees, and entities acting for or on behalf of the County, their heirs, agents, executors, administrators, insurers, insureds, suppliers, distributors, successors, privies, assigns, assignees, associations, partnerships, or anyone claiming by or through

them, from any and all claims, actions, causes of actions, demands, payments, attorney fees, benefits, rights, damages, costs, losses of any kind, liens, expenses and compensation whatsoever arising out of, or resulting from the County's approval of the "Special Event", the County's issuance of a "Special Event Permit" for such occurrence, and the special event or occurrence itself.

THE UNDERSIGNED FURTHER ACKNOWLEDGES THEY HAVE READ THE FOREGOING AND FULLY UNDERSTAND THE MEANING THEREOF.

Signed, Sealed and Delivered in our presence:

_____ (corporation name), a _____ corporation,

By: _____

Print: _____

Title: _____

Witness (1) Printed Name

Witness (2) Printed Name

Witness (1) Signature

Witness (2) Signature

STATE OF FLORIDA
COUNTY OF HIGHLANDS

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20__, by as _____ (title) of _____ (company/corporation name), a _____ (state) corporation, who is personally known to me or who has produced _____, respectively, as identification and who did (did not) take an oath.

Signature

Print name

State of Florida
My Commission Expires: _____

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HIGHLANDS COUNTY FIRE PREVENTION BUREAU TENT PERMIT APPLICATION

Tent Submittal Checklist

1. Site sketch of where Tent will be located (Use Attached Form). Please include:
 - a. Physical address.
 - b. Strap number.
 - c. Distances from buildings, objects, and property lines.
 - d. Size of tent.
 - e. Customer parking.
 - f. Emergency vehicle access.
2. Sketch of proposed layout. Please include:
 - a. Seating diagram (*Seating arrangements for more than 200 persons shall have seats fastened together in groups of not less than three*).
 - b. Merchandise.
 - c. Isles and exits (including measurements).
 - d. Lighting, emergency lighting, and exit signs locations. **If you are using temporary electrical power you will need an Electrical permit.**
 - e. Fire extinguishers (quantity and type).
 - f. No smoking signs.
3. Certificate of Fire Resistance.
4. Letter of Authorization from property owner.
5. Drivers License or picture I.D.
6. Sketch of seating (If applicable).
7. \$30.00 Flat fee per tent.

HIGHLANDS COUNTY FIRE PREVENTION BUREAU TENT PERMIT APPLICATION

Application Date _____

PLEASE TYPE OR PRINT CLEARLY

Parcel Strap #: _____ Property Owner Name: _____

Address Where Tent Will Be Setup: _____

Tent Set-up Date: _____

Hours of Operation: _____ Removal Date: _____

Applicant Name: _____ Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Proposed use: _____

For Office Use Only:

Zoning Department:

Date _____ Approved _____ Not Approved _____ Zoning Supervisor _____

Building Department:

Date _____ Approved _____ Not Approved _____ Building Official _____

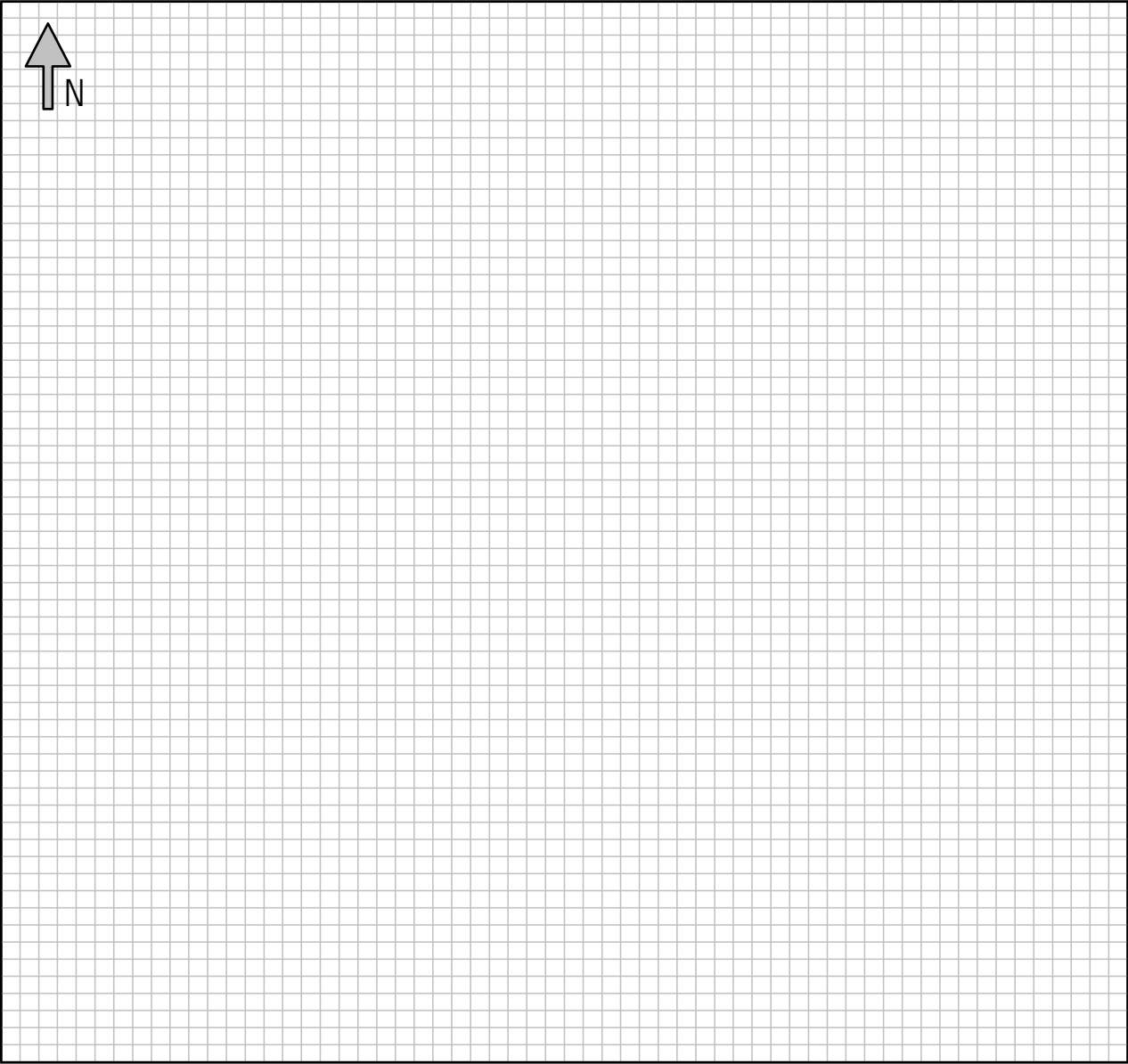
Fire Prevention Bureau:

Date _____ Approved _____ Not Approved _____ Fire Marshal _____

PLOT PLAN FORM
HIGHLANDS COUNTY, FLORIDA

Site Address _____

All items referenced on the reverse side must be shown on the plot plan (see sample drawing on reverse).



The form contains a large grid area for drawing a plot plan. In the top-left corner of the grid, there is a north arrow pointing upwards, with the letter 'N' positioned to its right.

Under the penalties of perjury, I declare that the above information is correct and complete and that all easements are shown.

Applicant Signature

ALL OF THESE ITEMS MUST BE SHOWN ON PLOT PLAN:

1. Sketch lot, show dimensions, all existing and proposed structures, physical address, property strap number, distances from buildings, objects, and property lines, size of tent, customer parking area, and emergency vehicle access.
2. Label all existing and proposed structures.
3. Show dimensions of all structures.
4. Show distance between all structures.
5. Show setbacks from all structures and adjoining property lines.
6. Show existing driveway and any changes proposed to the driveway.
7. Label adjacent streets and/or property owners.



Highlands County Board of County Commissioners
Department of Emergency Operations
Fire Prevention Bureau
6850 West George Boulevard
Sebring, FL 33875
Phone: 863-385-1112
Fax: 863-402-7404

Information and Forms To Be Completed For Fireworks Display

The fee for a fireworks display is \$100.00 per display. Advance notice of twenty (20) days is required. Please make check payable to Highlands County Board of County Commissioners.

Please submit the following for a permit request:

1. A certificate of insurance for \$1,000,000.00. Highlands County must be listed as addition insured and as the Certificate Holder. When listing Additional Insured and Certificate holder it should say: "Highlands County, a Political Subdivision of the State of Florida, and its Elected Officials, its Agents, Employees, and Volunteers".
2. A copy of license from the Department of the Treasury-Bureau of Alcohol, Tobacco and Firearms User-Limited Permit (18 U.S.C. Chapter 40, Explosives).
3. Completed forms 206, 223, and 224. Form 223 should be completed and notarized before returning.
4. A site plan of the display area. It must include the dimensions of the display site and location of discharge site(s), spectator viewing area(s), parking area(s), fallout area(s), all permanent and temporary structures, and the associated separation distances.

Highlands County Fire Prevention Bureau Application for Public Fireworks Display

Permit Number: _____

Applicant: _____
Name Address Phone Number

Representing _____
: Firm, Civic Assoc., etc.

Person for devising, supervising and discharging display (Pyrotechnic):

Name Address Phone Number

Hours of discharge: Start _____ End _____
Location of storage for fireworks: _____

Maximum distance and height reached when discharged: _____
Site plan, detailed, showing distance (in feet) to nearest buildings, roads, utility lines and distance from site of discharge to spectator area. (Submit on a separate sheet, with signature of person in charge.)

Agency, names of person(s), to assist in spectator control. (Law Enforcement, Fire, etc.)

I hereby certify that I have read and completed this application packet and that all information contained therein is true and correct to the best of my knowledge. I agree to comply with all Highlands County Ordinances; that I am authorized by the organization named herein to act as its agent for the herein described activity. That I, and the organization on whose behalf make this application, by filing this application packet, shall represent, stipulate, contract and agree that we will jointly and severally indemnify and hold the County of Highlands harmless against liability, including court costs and attorney's fees, for any and all claims for destruction of property, or injury to, or death, of person(s) arising of or resulting from the issuance of the permit or the conduct of the activity or any of its participants.

Signature Date

Notarized Seal
Signed;

Notary Signature Notary Name (print or type)

Information to be submitted with application for fireworks display

Date of Display _____ Time _____ Location _____

Number of pyrotechnic (Class B fireworks) devices, shells to be fired: (List by size and number of the particular size)

2"/3" _____ 8" _____

4" _____ 10" _____

6" _____ 12" _____

Other (list) _____

Name of Manufacturer _____

Address _____ Phone # (_____) _____

Name of Supplier _____

Company name

Address

City

State _____ Zip Code _____ Phone Number _____

Permit Applicant _____

Name

Address

Phone Number

Organization sponsoring fireworks display: _____

Address _____ Phone Number _____

APPLICANT MUST SUBMIT COPY OF CERTIFICATE OF INSURANCE WITH FIREWORKS DISPLAY APPLICATION.

SIGNATURE: _____

DATE: _____

Application for Fireworks display

Highlands County, FL
Date: _____

Name of organization sponsoring display:

Name of company or persons in charge of display:

Bonding company insuring display:

Time and date of display:

Exact Location of display:

Signature of applicant

Return to: Highlands County Building Department
501 S. Commerce Ave.
Sebring, Florida 33870
Phone: (863) 402-6645

**Enclose copy of bond for amount as required by Florida State
Law.**

APPLICATION FOR TEMPORARY CLOSING/SPECIAL USE OF COUNTY ROAD PERMIT

Procedures

Prior to temporary closure or special use of a County road for a community and/or special event, the County Engineer or his designee must determine whether a temporary closing of the road is necessary. The special use and/or temporary closing of County roads for the purpose of community and/or special events, not related to construction, reconstruction, maintenance or emergency purposes, may be accomplished as follows:

STEP 1

The following items must be submitted to the County Engineer requesting a Temporary Closing/Special Use of County Road. All items are required before an application may be deemed complete.

1. Application (Request for Temporary Closing/Special Use of County Road (Form Attached).
 - (a) Must be submitted at least twenty-five (25) calendar days prior to the event or as required by the Special Event Permit.
 - (b) A completed State of Florida Department of Transportation Application for Temporary Closing/Special Use of State Road Application, along with supporting documents shall be acceptable.
2. Location map with the specific road(s) to be closed highlighted and any detours outlined indicating the temporary detours to be utilized by the public; showing the placement of appropriate signs; stationing of any officers or flagmen; and locations of barricades and cones necessary to detour the traffic in a safe and efficient manner.
3. A request form for traffic control devices from the Traffic Operations Department, if applicable. The applicant shall
 - (a) Schedule a day and time to pick up the traffic control devices needed for the closure from our Traffic Operations Department, located at 4330 George Boulevard, Sebring, FL, Monday through Thursday, between the hours of 8:00 AM to 4:00 PM.
 - (b) Place the traffic control devices in the appropriate locations at the time indicated on the approved application.
 - (c) Return the traffic control devices to the Traffic Operations Department on the next business day after the event is held.
 - (d) Special handling charges may apply; an estimate shall be provided to the applicant in advance.

STEP 2

1. Prior to authorizing the temporary closing/special use of County roads, the County Engineer or his designee shall review the proposed detour route to ensure that traffic volume will be handled and routed safely and efficiently.
2. The County will route the application to the Local Law Enforcement Agency having primary jurisdiction for their review. The Local Law Enforcement Agency shall have five (5) business days to review and submit any comments to the County Engineer's office.
3. The County will route the application to the appropriate governmental entity, if applicable. The governmental entity shall have five (5) business days to review and submit any comments to the County Engineer's office.

STEP 3

The County will return a copy of the application indicating approval or disapproval to the submitting applicant.

STEP 4

Upon approval of the Request for Temporary Closing/Special Use of County Road, the County shall notify all of the appropriate Agencies and County Departments of the upcoming road closure. The approved application will be sent out by fax, or other approved method, with confirmation of such kept with the approved application in the Highlands County Engineering Department.

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR TEMPORARY CLOSING/SPECIAL USE OF COUNTY ROAD PERMIT

Instructions:

1. This form must be submitted to the Highlands County Engineering Department to obtain written approval. Allow 25 calendar days for the review.
2. Attach any necessary maps or supporting documents.

NAME OF ORGANIZATION			DATE	
ADDRESS OF ORGANIZATION			TELEPHONE NUMBER	
			EMAIL ADDRESS	
TITLE/PURPOSE OF EVENT				
DATE OF EVENT	STARTING TIME OF EVENT	DURATION OF EVENT (APPROX.)	ACTUAL CLOSING TIME (INCLUDING SETTING UP BARRIERS, ETC.)	ACTUAL OPENING TIME (INCLUDING TAKING DOWN BARRIERS, ETC.)
PROPOSED ROUTE OF TEMPORARY CLOSURE (INCLUDE COUNTY ROAD NAME OR NUMBER, BEGINNING OF CLOSURE, END OF CLOSURE, ETC. – ATTACH ANY ADDITIONAL INFORMATION INCLUDING MAPS WITH THE LOCATIONS OF TRAFFIC CONTROL DEVICES) COUNTY ROAD NAME OR NUMBER (FROM): COUNTY ROAD NAME OR NUMBER (TO):				
DETOUR ROUTE (INCLUDE ALTERNATE ROUTES – ATTACH ANY ADDITIONAL INFORMATION INCLUDING MAPS WITH THE LOCATIONS OF TRAFFIC CONTROL DEVICES)				
NAME OF RESPONSIBLE PARTY FOR TRAFFIC CONTROL, ETC. (CITY POLICE, SHERIFF'S DEPT., FLORIDA HWY. PATROL, HOMEOWNERS ASSOCIATION, ETC.)				
ARE YOU REQUESTING TO USE TRAFFIC CONTROL DEVICES SUPPLIED BY THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS? (IF YES, AN APPROVED REQUEST FORM FOR TRAFFIC CONTROL DEVICES MUST BE ATTACHED TO THIS APPLICATION)				
ADDITIONAL COMMENTS				

APPLICATION FOR TEMPORARY CLOSING/SPECIAL USE OF COUNTY ROAD PERMIT

It is understood and agreed that the rights and privileges granted by this permit are granted only to the extent of the County's right, title, and interest in the land to be entered upon and used by the Permittee, and the Permittee will, at all times, assume all risk of and indemnify, defend, save, and hold the County harmless from and against any and all loss, damage, cost, or expense related to or arising in any manner on account of the permit and any act or failure to act by the Permittee or the Permittee's employees, agents, associates, and volunteers in connection with the activities authorized by the permit.

During the event, all safety regulations of the Florida Department of Transportation shall be observed and the holder must take measures, including placing and display of safety devices, that may be necessary in order to safely conduct the public through the project area in accordance with the Federal Manual on Uniform Traffic Control Devices (MUTCD), as amended, the Florida Department of Transportation's latest Roadway and Traffic Design Standards, the Highlands County Land Development Regulations, and the Highlands County Technical Standards Manual, current edition.

In case of non-compliance with the County's requirements in effect as of the approved date of this permit, this permit is void and the facility will have to be brought into compliance or removed from the right-of-way at no cost to the County.

The Permittee hereby agrees to pay for any special handling charges that apply (an estimate will be provided to the Permittee in advance).

Submitted by: _____
Permittee

Signature and Title

Recommended for Approval Disapproval _____ Date _____
Traffic Operations Supervisor or Designee

PERMIT

Highlands County Approval: This Application is Hereby Approved Disapproved and this permit is issued subject to the following conditions:

County Engineer or Designee Date _____

- DISTRIBUTION: Original – Permittee
1st copy – County Engineer's Office
2nd copy – Highlands County Traffic Operations Supervisor

HIGHLANDS COUNTY TRAFFIC OPERATIONS

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR TEMPORARY CLOSING/SPECIAL USE OF COUNTY ROAD PERMIT
TRAFFIC CONTROL DEVICES PICK UP / RETURN FORM

Name of Organization _____

Date of Event _____

Event _____

ITEM	QUANTITY
36" Traffic Cone With Reflective Colors	
Type II Barricade	
Type III Barricade	
Arrow Trailer (Municipalities Only)	
Crash Truck (Municipalities Only)	
Channel Post	
Round Post	
Traffic Sign Description:	
Other:	

Date Picked Up _____

Date Returned _____

 Name of Person Picking Up (Printed)

 Name of Organization (Printed)

I, the undersigned, agree to be responsible for all items borrowed and to return all items to Highlands County Traffic Operations on the next business day after the event is held. I further understand that all items borrowed must be returned in the same condition as received.

 Signature

 Date

OFFICIAL USE ONLY	
_____ Approved by	_____ Date
All items returned as agreed	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____ Received by (Traffic Operations Employee)	_____ Date

NOISE ORDINANCE RELIEF PERMIT NO. 21-____

I, _____ (name), as _____ (title) of _____ (company/organization), hereby request a Noise Ordinance Permit to be issued pursuant to Sec. 5.6-108(b) of the Code of Ordinances of Highlands County, Florida in order to allow temporary relief of noise restrictions for the event described in this application.

- Requested relief times:

_____ (date) from ___:___ AM/PM (start time) to ___:___ AM/PM (end time)

_____ (date) from ___:___ AM/PM (start time) to ___:___ AM/PM (end time)

_____ (date) from ___:___ AM/PM (start time) to ___:___ AM/PM (end time)

- Explanation of activities necessitating a Noise Ordinance Relief Permit:

Signature and Date

For official use only:

Approved Denied

Randal E. Vosburg, County Administrator

Additional Comments: _____

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Temporary Food Service Events

A temporary food service event is an event (carnival, fair, or other celebration) of 30 days or less in duration where food is prepared, served, or sold to the general public and is advertised and recognized in the community. A temporary food service establishment or vendor is a participant at a temporary food service event.

We developed this guideline for temporary events from Chapters 61C-1 and 61C-4, Florida Administrative Code, and Chapter 509, Florida Statutes.

Licensing

A public food service establishment or other food vendor must obtain a license from the division for each temporary food service event in which it participates (unless exempted). Annual temporary event licenses are also available which allow participation in an unlimited number of temporary events. The division will inspect temporary events and license vendors onsite after completion of a satisfactory inspection. If minimum sanitation standards are not met, the food service operation will be discontinued until corrections are completed and verified by the division.

Sponsors of a temporary food service event must notify the division of the following items no less than three business days prior to the scheduled event.

- 1) Type of food service proposed,
- 2) Time and location of the event,
- 3) Complete list of food service vendor owners and operators participating, and
- 4) Current license number of each public food service establishment participating.

Notification: Event sponsors may complete notification requirements by telephone at 850.487.1395, emailing the division at ahr.info@myfloridalicense.com, in person at the appropriate district office or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

The division keeps record of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

Group License: The division may issue a group license to a vendor with multiple units serving a single non-time/temperature control for safety food (e.g., churros). All grouped units must serve the same food. Foods requiring additional preparation or handling are not eligible for group licensing. All qualifying units must be inspected in a single location.

Licensing Exemptions

Any food service establishments (fixed or mobile) operating under a current license from the division may operate one (1) free unit at a single temporary food service event of 1-30 days for each existing license. Food service establishments (fixed or mobile) permitted by the Department of Agriculture and Consumer Services (FDACS) or Florida Department of Health (DOH) may operate one free unit under their regular permit at temporary food service events of 1-3 days. For events of 4-30 days, fixed establishments must purchase a temporary food service event license.

Mobile food dispensing vehicles operating under a current permit from FDACS and DOH may operate under their regular permit at 4-30 day temporary food service events as long as the operation meets the requirements of their regular permit.

Temporary events operated on church or school property or any eating place operated by a nonprofit civic, fraternal or religious organization are exempt from licensing and inspection by the Division of Hotels and Restaurants.

Temporary events lasting 1 to 3 days, including food contests and cook-offs, which are hosted by a church or a religious, nonprofit fraternal, or nonprofit civic organization are exempt. Upon request by the division, the event host must provide the division documentation of its status as a church or a religious, nonprofit fraternal or nonprofit civic organization.

Vendors serving only popcorn, packaged foods or beverages that require no additional preparation are also exempt.

Fees

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

1-3 day event	\$91
4-30 day event	\$105
Annual	\$456

The division does not accept cash payments for fees at temporary events. The division accepts cashier's checks, money orders or other certified payments.

Fire Safety

Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.

Personnel

Food service workers transmit most foodborne disease causing germs to foods. That is why it is so important for

employees to maintain high standards of personal health and cleanliness. All personnel must wash hands prior to beginning or returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become soiled.

Employees may not touch ready-to-eat (RTE) food with their bare hands unless there is a written Alternative Operating Procedure (AOP) available that has been approved by the division. Without an approved AOP, employees must use suitable utensils (e.g., deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment) when handling RTE food.

Smoking is prohibited in warewashing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves.

All personnel must be free of open sores and skin infections, respiratory infections, vomiting, diarrhea, jaundice and other communicable diseases.

Facilities

The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements may include:

- 1) Overhead protection if food is prepared or portioned or warewashing is done onsite.
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain.
- 3) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination.
- 4) When time/temperature control for safety food is prepared at events of 4-30 days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by:
 - a) 16 mesh to 1 inch screens;
 - b) Properly designed and installed air curtains; or
 - c) Other effective means.
- 5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is

conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled.

- 6) A handwashing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for handwashing and hand drying.

Water

All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water from an approved source for purposes of cleaning and employee handwashing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply.

Potable water must be stored, conveyed and transported in food-grade hoses/containers.

Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved sewerage system.

Required Items

- Sanitizer (properly diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-use paper towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food
- Consumer advisory if serving raw or undercooked animal foods

- If required by local fire authority, properly tagged and sized portable fire extinguisher

To Prevent Foodborne Illness

- Do not work with food, food equipment, utensils or single-service items if you are ill.
- Obtain foods from an approved source. Home prepared food or under the Cottage Food Law is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook intact meats (beef, pork, lamb, goat, etc.), seafood and eggs broken for immediate service to a minimum temperature of 145° Fahrenheit for at least 15 seconds.
- Cook mechanically tenderized/injected meats, comminuted meats (ground beef, gyros, and sausages) and eggs pooled or broken for later use to a minimum temperature of 155° Fahrenheit for at least 17 seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two hours for hot holding.
- Cool cooked/heated foods from 135° Fahrenheit to 70° Fahrenheit within 2 hours and from 135° Fahrenheit to 41° Fahrenheit within a total of 6 hours.
- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.

When in doubt, throw it out!



Guide To Temporary Food Service Events

*For Florida's
Public Food Service
Establishments*



**Division of
Hotels and Restaurants**



www.MyFloridaLicense.com/DBPR/hotels-restaurants/