

PARADES AND SPECIAL USE PERMIT APPLICATION

1. Obtain Permit - Complete application for parade or special use, sixty (60) days prior to the actual event.
2. Submit proof of insurance - Policy indemnifying Pinellas County (when applicable).
3. Maintenance of traffic plan prepared by a Professional Engineer (signed and sealed) must be submitted with completed application form (when applicable).
4. Notification of Sheriff's Office and Emergency Agencies will be the responsibility of the applicant.
5. Permit Fee in the amount of \$ 45.00 (Residential Block Parties)
 \$ 80.00
 \$ _____

Please make check payable to Pinellas County Board of County Commissioners or PCBOCC.

Return to:

Lora Strong
Pinellas County BDRS Regulatory Services
310 Court Street, 1st Floor
Clearwater, FL 33756
(727) 464-3394
lstrong@co.pinellas.fl.us

CHECKLIST FOR SPECIAL EVENTS

(Name of Event)

The following items must be submitted for each event.

Item Required	Response	For County Use Only Comments
Expected number of participants? (Based on previous events)		
What parking is available for the number of expected participants? (Be specific as to locations. Attach map if necessary.)		
Show the number and locations of portable restrooms.		
Have you contacted the Sheriff's Dept for security? If so, how many off-duty Deputies are hired?		
How is trash pick-up being handled throughout the night?		
Is a band scheduled for the event? If so, show where the band will be located. Have you contacted Code Enforcement for music after 8PM?		
Is event area barricaded properly? How?		
Is the proper signage up advising motorists of the closures/detour?		

PINELLAS COUNTY
REQUEST FOR TEMPORARY CLOSING/SPECIAL USE OF COUNTY ROAD

Name of Event	Date of Event	Starting time of Event (including setting up barriers, etc)	
Duration of Event		Actual Closing time (including removal of all barriers, etc)	
Proposed Route (include specific locations and maps)			
Detour Route (include alternate routes and maps)			
Name of Department responsible for traffic control, etc., (City Police, Sheriff's Dept, FL Highway Patrol, etc)			
Name of Organization		Name of Contact Person	
Address of Organization		Telephone Number of Contact Person	
Application Date	Liability Insurance Carrier	Policy Effective Date Length of Coverage	Coverage Amount (\$1,000,000 Minimum)

THIS PERMIT IS SUBJECT TO THE TERMS AND AGREEMENTS ATTACHED WHICH THE UNDERSIGNED HAS READ AND UNDERSTANDS. THE UNDERSIGNED WARRANTS THEY ARE AUTHORIZED TO ENTER INTO THESE AGREEMENTS.

Signature _____ Date _____

Typed Name _____

Return To: Pinellas County BDRS Regulatory Services
310 Court Street
Clearwater, FL 33756

Attn: Lora Strong
(727) 464-3394 – phone
lstrong@pinellascounty.org

TERMS AND AGREEMENTS
PINELLAS COUNTY
REQUEST FOR TEMPORARY CLOSING/SPECIAL USE OF COUNTY ROAD

1. Operation and maintenance of event shall not interfere with property and rights of prior occupant.
2. The Permittee assumes full responsibility for the operation, maintenance, and supervision of the entire event. Permitter (PINELLAS COUNTY) makes no representations about the suitability of the proposed location for the event. Rather, Permittee shall fully inspect the site and plan accordingly.
3. Operation and maintenance of this event shall not create obstruction or conditions which are or may become dangerous to the traveling public.
4. The Maintenance of Traffic must be developed in keeping with standards of the Florida Department of Transportation Design Standards Manual for Design, Construction, Maintenance and Utility Operations on the State Highway System and Florida Department of Transportation Manual of Uniform Traffic Control Devices and by the County Director of Public Works or his agent.
5. Permittee must maintain throughout the event the minimum insurance requirements set forth on the front of this form. FURTHERMORE, PINELLAS COUNTY MUST BE ENDORSED OR ADDED TO THE REQUIRED INSURANCE POLICY AS AN ADDITIONAL NAMED INSURED.
6. The Permittee shall and does agree to indemnify, defend, pay the cost of defense, including attorney's fees, and hold harmless PINELLAS COUNTY and all of its officers, agents, and employees from all suits, actions, or claims of any character, including all costs, attorney's fees, expenses, damages, judgments, or decrees, brought on account of any injuries or damages received or sustained by any person, persons, participants, spectators, or property arising out of or in any way attributable to the holding, performance, operation or maintenance of the event herein permitted. THIS DUTY OF DEFENSE AND INDEMNIFICATION SPECIFICALLY INCLUDES ANY AND ALL ALLEGED NEGLIGENCE BY PINELLAS COUNTY AS RELATED TO THE EVENT, INCLUDING BUT NOT LIMITED TO THE ISSUANCE OF THIS PERMIT, SUPERVISION OF THE EVENT, CONDITIONS AT THE SITE, ROAD, SIDEWALK AND TRAFFIC SIGNAL CONDITIONS, AND OTHER MATTERS RELATED TO TRAFFIC AND TRAFFIC CONTROL.
7. The Permittee shall repair any damage or injury to the road or highway or other County property by reason of the exercise of any of the privileges granted in this Permit, and shall repair the same promptly, within seven (7) days of opening, restoring it to a condition at least equal to that which existed immediately prior to the infliction of such damage or injury. (Note: All portions of the right of way other than paved areas disturbed by this event will be compacted, grassed and mulched or sodded as required.)
8. This permit creates a permissive use only and the placing of facilities upon County property pursuant hereto shall not operate to create or to vest any property rights in said Permittee and is granted in perpetuity subject to termination by the Permitter upon the giving of 30-days notice in writing to the Permittee.

Permit Approved By: _____ Date _____