



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS PLANNING AND ZONING DIVISION

501 S. Commerce Ave., Sebring, Florida 33870

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

SPECIAL EVENT APPLICATION INSTRUCTIONS, CHECKLIST, AND DEADLINES

Pursuant to the Highlands County Code of Ordinances ("Code"), Chapter 8.7, Special Events, Section 8.7-3, Definitions, a "Special Event" is defined as "an organized, temporary activity, or series of temporary activities, held outdoors and open to the public by advertisement or invitation, with or without charge, in unincorporated Highlands County." If your proposed event falls within this definition, you must complete this application according to the instructions and deadlines listed below.

Instructions:

A complete application packet, including all required supporting documentation listed in the checklist below, shall be submitted to the Planning and Zoning Division via the County's online application portal: <https://hic.csqcloud.com/community-ettrakit/ProjectApplication/step1.aspx> and selecting Special Event Permit.

DISCLAIMER: There should be no ticket/admission sales prior to an approved Special Event Permit being issued. The County accepts no responsibility for any financial loss related to ticket sales.

Submittal Checklist:

These items must be included with your application, if applicable. Please check each box or write "n/a".

- ☐ All supplemental permit applications listed on page 2 of this Application.
- ☐ The required application fee(s), or receipt(s) showing required fee(s) has/have been paid.
- ☐ Certificate of Insurance (COI) as required. Questions regarding insurance requirements can be directed to Kristina Fyfe, Highlands County Risk Management Coordinator, at (863) 402-6792.
- ☐ Confirmation of Availability/Reservation of County Park or Facility must be coordinated through the Highlands County Parks and Facilities Department, who can be reached by phone, at (863) 402-6758.
- ☐ If the Special Event will have fireworks at a County Park or Facility, a separate Firework Permit must be approved by the Highlands County Board of County Commissioners. This process is facilitated through the Planning and Zoning Division.
- ☐ **All requests to temporarily close or use a local roadway will require a Maintenance of Traffic (MOT) Plan.** You will need to contact an MOT company in advance, who will submit the plan to the Highlands County Engineering Department for review. The County is unable to recommend specific companies, but for convenience, feel free to use the following list of MOT Companies as a guide: ACME Barricades, Area Wide Protection (AWP), Arrive Alive Traffic Control (AATC), Bob's Barricades, MOTplans, WD Wright, etc.
- ☐ Temporary Road Closure/Use Approval and MOT Plan approved by the Florida Department of Transportation (FDOT) if the Event will require temporary closure of State roads. You will need to discuss the State's application fees with FDOT. Selina Carroll with FDOT can be reached by phone at (863) 519-2319.

- Depending on the nature of your Event (i.e., Events with proposed road closures or large number of attendees), Public Service Announcements may be required. Karen Clogston with the Public Information Office can be reached by phone, at (863) 402-6636.
- Separate/Additional approvals from Municipalities if the Event will cross over into City or Town limits, including roadway closure/use approvals. You will need to discuss any City or Town application fees with the respective Municipality. The City of Sebring can be reached by phone, at (863) 471-5100; the City of Avon Park can be reached by phone, at (863) 452-4400; and the Town of Lake Placid can be reached by phone, at 699-3747.

Application Deadlines:

For the purpose of this application, these deadlines reference calendar days.

150 days prior to Event (*TDC Events Only*):

- TDC Admin contacts Event organizer as a reminder about filing deadline approaching and reminder that road closure/use requests need to be started soon.

120 days prior to Event:

- Application should begin working on completing the Special Event Permit Application so that any questions can be resolved prior to the 90-day filing deadline.
- **Contact an MOT company to start on Plan for road closures, if needed.**

90 days prior to Event:

- **Application packet(s) due to the Highlands County Planning and Zoning Division.** Submittal must include all applicable items from the above checklist.
- Upon filing a complete application, the Planning and Zoning Division distributes the application for Department/Agency Review, with a 25-day review period.

65 days prior to Event:

- If any Department or Agency has requests for updates or additional information, the Planning and Zoning Division will schedule a meeting with those Departments/Agencies & the Applicant.

50 days prior to Event:

- Any outstanding items, requested updates or additional information, and all supplemental permit applications must be approved for the application to move forward.

45 days prior to Event:

- The Planning and Zoning Division will follow up with the Applicant on any final questions, after which, the permit will be sent to the County Administrator or his/her designee for approval/denial.
- If a permit is denied, the Applicant shall have the right to appeal pursuant to the requirements as listed in Section 8.7-13 of the Code.

20-15 days prior to Event:

- PSAs due out, if applicable.