



Permit Processing Number: _____ Date Application Received: _____
Application Fee Paid: \$ _____

**TOWN OF SOUTHWEST RANCHES
HOLIDAY WAYSIDE STAND / OUTDOOR EVENT PERMIT APPLICATION**

GENERAL INFORMATION:

Business/applicant name: _____

Business Owner: _____

Phone Number: _____

Email Address: _____

Exact Address and Legal Description of Property: _____

Folio Number of Property: _____

Specify Type of Sales: _____

Date(s) of Event or Sales: _____

Type of Event and Sponsor _____

Site Manager or Supervisor _____

Local Address and Phone Number: _____

Permanent Address and Phone: _____

Name of Person or Corporation for Whose Account Business will be conducted: _____

If Corporation where Incorporated: _____

Authorized Signature: _____ Print Name: _____

Date: _____

State of Florida
County of Broward

Before me personally appeared _____ known to me to be the person
described or whom produced _____ as identification and who did take
an oath.

WITNESS my hand and official seal this _____ day of _____, _____

Notary Public



SUBMISSION REQUIREMENTS AND PROCESS

Fully completed, signed and notarized application

Application fee payable to the Town of Southwest Ranches in the amount of \$265.00 (First Time) or \$225.00 (recurring event commercial), \$110.00 (First Time) or \$25.00 (recurring event residential)

Plan, drawn to scale, indicating plot dimensions; adjoining streets and points of access; location of activities and temporary structures and setbacks; location and use of permanent building and uses existing on plot; location and amount of existing off-street parking areas, proposed temporary additional off-street parking areas and aisles, including dimensions, location of traffic marking, and signs (as required per Sec 035-040 (L) of the Town of Southwest Ranches ULDC)

Proof of State of Florida Sales Tax Number (Holiday Wayside Stand Sec. 035-050 (B) (5), and copy of article of incorporation.

Written, notarized permission from all property owners where sales occur (provide copy of deed if owner information not available at www.bcpa.net (Holiday Stand Sec. 035-050 (B) (7)

Proof of public premises liability insurance policy that provide coverage in the amount of \$1,000,000.00 (at each sales location, in case of Wayside Stand), naming Town of Southwest Ranches as additional insured and issued by an insurance company authorized by the Florida Department of Insurance to do business in the State of Florida. The policy must be approved by the Town's legal counsel. (Sec. 035-040 (J) & Sec. 035-050 (B) (8)

A performance bond or similar security acceptable to the Town naming Town of Southwest Ranches as beneficiary in the sum of \$1,000,000.00 (Sec. 035-040 (K) & Sec. 035-050 (B)(9). Not required of not-for-profit on their own property for sales of goods other than pyrotechnical items.