



TOWN OF SOUTHWEST RANCHES
13400 GRIFFIN ROAD
SOUTHWEST RANCHES, FLORIDA 33330
Phone (954) 434-0008
Fax (954) 434-1490

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

**TOWN OF SOUTHWEST RANCHES
INDOOR AND OUTDOOR ASSEMBLY IN RURAL AND AGRICULTURAL DISTRICTS**

GENERAL INFORMATION:

Property Owner: _____

Exact Address and Legal Description of Property: _____

Email Address: _____ Phone Number: _____

Folio Number of Property: _____

Specify Type of Event: _____

Date(s) of Event: _____ Hours of Event: _____

Number of Persons in Attendance: _____

Live Entertainment? Yes _____ No _____

Temporary Structures? Yes _____ No _____

Location Where Vehicles Will Be Parked: _____

Authorized Signature: _____ Print Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 2025, by _____ as identification.

NOTARY PUBLIC, State of Florida



TOWN OF SOUTHWEST RANCHES

CONDITIONS OF APPROVAL

Your initial on the following lines work as acknowledgement of the conditions of approval below. Failure to comply with said conditions will result in the permit becoming null or void.

- Assembly is limited to family, friends, and acquaintances of the property owner(s) and/or permanent resident(s) of the premises, and their permitted guests.
- In no event shall any assembly be held for profit, nor shall there be any admission fee, payment, or other consideration, aside from normal congratulatory gifts, given for participation in the assembly or for use of the premises, and in no event shall any assembly be advertised or open to the general public.
- Amplified and non-amplified noise from the assembly shall not be audible from within an adjacent dwelling or guest house (with windows and doors closed) from 8:00 p.m. to 9:00 a.m. Sunday through Thursday and 11:00 p.m. to 9:00 a.m. Friday and Saturday. National Holidays shall follow the Friday and Saturday schedule. On New Year's Eve non-amplified noise shall not be audible from within an adjacent dwelling or guest house from 1:00 a.m. on New Year's Day to 9:00 a.m. In no event shall amplified noise from a permitted assembly exceed four hours in duration. This section is supplemental and is not intended to replace Section 27 of the Town's Code concerning noise restrictions. The more stringent of the provisions shall apply.
- An assembly with amplified noise shall not occur on any parcel of land within the Town more than two (2) times in any one (1) calendar year period and may only occur upon the proper issuance of a permit by the Town. All such assemblies shall be attended for the full duration by an owner or permanent resident of the premises.
- Acknowledgement by the applicant that they shall notify all adjacent property owners by U.S. mail, or signed petition, including those directly across a canal or roadway, at least ten (10) calendar days prior to the event.
- That the applicant posts the issued permit in a conspicuous place that is visible from the street.
- Acknowledgement by the property owner that they shall not allow their guests to park on the Town Right-of-Way.
- In the event an applicant desires to utilize the swale parking the Town may authorize the use of same provided that the Town finds that such parking will not create a life safety issue and provided that the resident provides the Town with insurance as approved by the Town listing the Town as an additional insured.

SAMPLE LETTER

Name
Address
Southwest Ranches, Florida 33330
Phone number

Date

Dear Neighbor,

In accordance with the Town of Southwest Ranches Code requirements, this letter is to inform you that on **day, date** between XX:00 p.m. and XX:00 p.m., I will be hosting **event** celebration at my home. The event will include amplified outdoor music.

Please know that I have pulled the required permit for this event and wish to apologize in advance if the music becomes audible from your property. We will do our best to remain considerate with the sound level and are mindful of the fact that many nearby residents have farm animals. However, as sound can travel, I wanted to assure you that the music will conclude promptly by 11:00 p.m.

If, during the evening, you find the music to be disruptive, or if you have any concerns, please do not hesitate to contact me directly at the above number.

Thank you very much for your understanding and neighborly support. I truly appreciate your consideration and look forward to continuing to be a good neighbor.

Warm regards,

Host Name