

Application for a Public Assembly Permit must be submitted to the City Clerk at least thirty (30) days prior to the date of the proposed assembly.

**APPLICATION FOR PUBLIC ASSEMBLY PERMIT
AS REQUIRED BY SECTION 11-20 ET SEQ. OF
THE CODE OF ORDINANCES OF
THE CITY OF GULF SHORES, ALABAMA**

Date: June 15, 2016

ORGANIZATION/SPONSOR The City of Gulf Shores

ADDRESS P O Box 299 Gulf Shores AL 36547

AGENT OR REPRESENTATIVE Brigette Reynolds

TELEPHONE NUMBER (home) _____ (business) _____

Email ADDRESS breynolds@gulfshoresal.gov

It is respectfully requested that a Public Assembly Permit be issued to the above named organization or sponsor.

The following required information is submitted for the review and approval of the appropriate City Departments and the City Council:

- a. Purpose of the Public Assembly: July 4th Activities and Celebration
- b. Dates of the Assembly: 07/04/16
- c. Time of the Assembly: from 5:30p to 10:00pm
- d. Estimated number of Participants/Attendees: 2000+ on beach
- e. Estimated number of Vendors: 2
- f. Location of Assembly (legal description of property if known): Gulf Shores Public Beach located at Gulf Place.
- g. Owner of Property: The City of Gulf Shores

Supply to Clerk a letter from owner of property permitting use for activity, if not owned by applicant.

- h. If applicant will need to use City employees for any part of the preparation and clean-up of the site, a separate agreement with the City will be required before issuance of the Permit.
- i. Applicant shall guarantee payment of business licenses and sales tax, if applicable to function.
- k. **Required attachments -- detailed explanation, including drawings and diagrams where applicable, of the prospective plan of the Permittee to provide for the following, as appropriate:**
 - (1) Police and fire protection (describe on-site security; Gulf Shores Police will do routine patrol and will respond to calls.)
 - (2) Food and water supply and facilities
 - (3) Health and sanitation facilities (specify number of portable toilet facilities to be furnished)
 - (4) Medical facilities and services including emergency vehicles and equipment
 - (5) Vehicle access and parking facilities (If the proposed public assembly is expected to require more parking than can be provided at the location of the assembly, the applicant must submit plans showing where additional parking will be provided and a letter from the owner of the property granting approval for such use.)
 - (6) Camping and trailer facilities
 - (7) Illumination facilities
 - (8) Communications facilities
 - (9) **Signage - Signage placement must be shown on diagram, comply with the City's Zoning Ordinance (Ordinance #1584, Chapter 18, Article XVI, Signs) and be approved by the Recreation and Cultural Affairs Director (or his agent) prior to the issuance of the Permit.**
 - (10) Noise control and abatement
 - (11) Facilities for daily clean up and waste disposal; final cleanup will be done within 24 hours after close (grease or oil disposal shall be monitored)
 - (12) Insurance and bonding arrangements -- Binder or other proof of coverage in proper amount shall be in the hands of the Clerk no later than five (5) days before the first day of the event.

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The undersigned has authority to execute this application; and the requesting organized group, unincorporated association of persons, or corporation promises and agrees to abide by all the terms and conditions of Section 11-26, Code of Ordinances, under which a Public Assembly Permit is issued, and to abide by all rules and regulations of the City of Gulf Shores, Alabama.

SIGNATURE OF AGENT

By authority of Section 11-24 of the Code of Ordinances of the City of Gulf Shores, the requirement of an Assembly Permit shall not apply to any activity sponsored by the City, County or State.

The Permit shall be issued only after approval by the appropriate City Officials, as indicated below:

- a. Police Chief: _____ Date: _____
- b. Fire Chief: _____ Date: _____
- c. Public Works Director: _____ Date: _____
- d. Building Official: _____ Date: _____
- e. Planning & Zoning: _____ Date: _____
- f. Recreation & Cultural Affairs: _____ Date: _____
- g. City Administrator: _____ Date: _____

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PLANNING AND ZONING DEPARTMENT

TEMPORARY SIGN PERMIT APPLICATION

Temporary Sign Permits may be approved for events associated with temporary carnivals, festivals, fairs, and sporting events, educational and cultural events, charitable, school, and church events, reunions, grand openings & closings, auction, Official City, or State of Alabama notices, private sales, and any other similar events, requiring or not requiring an assembly permit.

Prior to the installation of a Temporary Sign in the City of Gulf Shores, a permit must be issued. In order to ensure that the proposed sign installation complies with the sign regulations, the following information must be submitted in 8 1/2" X 11" format, scale copies of digital photos are acceptable.

Temporary Sign Regulations

1. Only one such sign shall be allowed per property, per street frontage;
2. Maximum size of a temporary sign is 32 square feet;
3. Such sign shall be located only on private property where the event is being held and not within a public right-of-way;
4. Temporary sign permits may be issued for a maximum of 14 days per calendar year. The 14 days may be broken into increments of no less than 2 consecutive days offering the ability to obtain numerous temporary sign permits per year.
5. **Temporary signs which have been erected without a permit are subject to a double permit fee or may be summarily removed by the City.**
6. **Temporary signs which have expired shall be summarily removed by the City.**

Temporary Sign Fees:

Permit Fee.....\$25.00

The fee may be waived for non-profit groups.

AN INCOMPLETE APPLICATION WILL BE RETURNED TO APPLICANT

APPLICANT & OWNER INFORMATION:

Applicant: Lesley Dethloff Property Owner: COGS Sign Contractor: Installation COGS

Applicant Mailing Address: P O Box 299 Gulf Shores AL 36547

Phone #: (251) 223-7676 Fax #: () Email: ldethloff@gulfshoresal.gov

Sign Location (Business Name): Public Beach Physical Address: West Gulf Place, Gulf Shores, AL 36542

SIGN INFORMATION:

Sign Area (sq. ft.): _____ Dimensions 3' x 6' , 2 Banners on pavilion 2' x 20' Sign Height- 4' – on stakes,
2 Banners underneath the roof of the East and West Pavilion

Dates to be Used: The week of July 4th Installation: 6/27/16 Removal: 7/5/16 By signing below, I hereby certify that I have read the above information and attest that the information provided herein and on the submitted plans and documentation is true and correct to the best of my knowledge and understand that any omissions or inaccurate information can cause this application to be rejected. I further understand that temporary sign shall be removed on the date specified above.

APPLICANT/OWNER SIGNATURE: Lesley Dethloff (Print) Lesley Dethloff

Date: _____



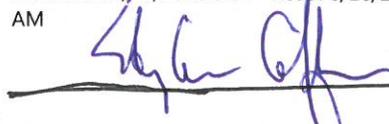
Fee Paid: _____
Date Issued: _____
Approved By: _____

Emily Tidwell

From: Emily Tidwell
Sent: Thursday, June 16, 2016 8:04 AM
To: Edward J. Delmore; Hartly Brokenshaw; Andy Bauer; Mark Acreman; Brandan Franklin; Grant Brown
Cc: Wanda Parris; Matt Young; Alicia Talley
Subject: Assembly Permit Gulf Place Fireworks #1
Attachments: SKM_C224e16061608060.pdf

Tracking:	Recipient	Delivery	Read	Response
	Edward J. Delmore	Delivered: 6/16/2016 8:04 AM	Read: 6/16/2016 9:02 AM	Approve: 6/16/2016 8:43 AM
	Hartly Brokenshaw	Delivered: 6/16/2016 8:04 AM	Read: 6/16/2016 8:19 AM	Approve: 6/16/2016 8:20 AM
	Andy Bauer	Delivered: 6/16/2016 8:04 AM	Read: 6/16/2016 8:26 AM	Approve: 6/16/2016 8:45 AM
	Mark Acreman	Delivered: 6/16/2016 8:04 AM	Read: 6/16/2016 8:34 AM	Approve: 6/16/2016 8:34 AM
	Brandan Franklin	Delivered: 6/16/2016 8:04 AM	Read: 6/16/2016 8:28 AM	Approve: 6/16/2016 8:29 AM
	Grant Brown	Delivered: 6/16/2016 8:04 AM		
	Wanda Parris	Delivered: 6/16/2016 8:04 AM	Read: 6/16/2016 8:47 AM	Approve: 6/16/2016 8:47 AM
	Matt Young	Delivered: 6/16/2016 8:04 AM	Read: 6/16/2016 9:42 AM	Approve: 6/16/2016 9:42 AM
	Alicia Talley	Delivered: 6/16/2016 8:04 AM	Read: 6/16/2016 8:25 AM	

City Administrator



Please review the following Assembly Permit for the 4th of July Fireworks. This one for the Beach assembly. Use your voting buttons to approve/reject.

Thanks
Emily

Emily Tidwell

Executive Office
Administrative Assistant II
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