

# UF Special Event Parking Permit

# Sec. 30-56

<b>Applicant:</b> _____	<b>Official Use Only:</b> Case #: _____
<b>Event Address:</b> _____	Plan Approval: <input type="checkbox"/> Denied <input type="checkbox"/> Approved
_____	Code Officer: _____
<b>Telephone #:</b> (_____) _____	Date Approved: _____
<b>Date:</b> _____	Violation of Sec. 30-56(5): <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Drawn by:</b> _____	If Yes list date(s): _____

A parking plan that depicts the boundary of the parking area, the access points for the parking area, and the number and location of portable toilets, if any are provided.



### Checklist:

- Application is at least 30 calendar days prior to the first event
- Permit Fee of \$55.25
- Notarized Permission Letter from Property Owner
- Site Plan (can be drawn in area provided above)
- Sign – One sign, no bigger than 6 sq. ft. displayed day of event only
- Read Special Event Parking Rules (see back of this page)

**Ordinance 30-56**

(5)

b. All permits issued are subject to the following conditions and requirements:

1. Parking is allowed only on the day of the event commencing at 8:00 AM and concluding at 12:00 AM or three (3) hours after conclusion of the event, whichever occurs later. Vehicles may remain parked overnight, provided they are not occupied or assessed after the above described times and may only be picked up the day after the event between the hours of 8:00 AM and 12:00 PM;
2. Signage to advertise the parking is limited to one temporary, onsite sign with a maximum sign area of 6 square feet displayed only on the day of the event;
3. All trash, signs and other physical items associated with the special event parking shall be removed by 6:00 PM the day after the event;
4. Portable toilets are not required. However, if they are provided they may be placed on the property the day prior to the event and shall be removed by 6:00PM on the second day after the event (e.g., for an event on Saturday, the portable toilets must be removed by 7:00 PM on Monday);
5. The parking area shall be located solely within private property and shall not extend onto any public property; and
6. The special event parking permit shall be conspicuously displayed on-site throughout the duration of each event.

# Permission Letter for Location

City of Gainesville  
Code Enforcement Division  
306 NE 6th Avenue  
P.O. Box 490 - Station 10A  
Gainesville, FL 32602-0490  
(352) 393-8575 or 334-5030 fax – (352) 334-2239  
www.gainesvillecodes.org

Date: \_\_\_\_\_

I, \_\_\_\_\_, the owner of the property  
located at \_\_\_\_\_ grant \_\_\_\_\_  
permission to set up and sell parking spaces on my property for **UF Special Event parking** for the  
dates designated for this school current year, \_\_\_\_\_. If you have any questions, please call me at \_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Signature of owner

I HEREBY CERTIFY, that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the  
undersigned authority, personally appeared \_\_\_\_\_ known to be the  
person(s) described in and who signed the foregoing instrument, and severally acknowledged the  
execution thereof to be his/her free act and deed for the uses and purposed therein mentioned.

ID verification: \_\_\_\_\_

WITNESS my hand and official seal the date aforesaid.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

**Official Use Only:**  
Verified by: \_\_\_\_\_  
Date/time: \_\_\_\_\_