DEPARTMENT DIRECTED POLICY
Policy # 26-23 NSD

TO: Neighborhood Services Department **FROM:** Carmen A. Capezzuto, NSD Director

EFFECTIVE DATE: June 18, 2026 **INITIATED BY:** Neighborhood Services Department

POLICY TITLE: Temporary Outdoor Events Policy

PURPOSE STATEMENT

Per Sec.158.225(C) of the City's ordinance no person shall conduct temporary outdoor events, unless a permit has been obtained in accordance with the following Temporary Outdoor Events policy. This policy will outline the rules, fees, penalties, and restrictions associated with a temporary outdoor event in the City.

Authority

The Temporary Outdoor Events policy shall be administered by the Neighborhood Services Department acting as the City Manager's designee. This grants the Neighborhood Services Department the authority to review, approve, deny, collect fees, and otherwise manage all aspects of the City's temporary outdoor events permitting process.

DEFINITIONS

Temporary Outdoor Event – Per Sec.158.225(B)(1) of the City's ordinance, "Temporary Outdoor Events" shall mean an organized or planned gathering of persons having a common purpose, design, or goal, that is to occur on private property. Temporary outdoor events shall include, but are not limited to, festivals, fundraisers, exhibitions, multi-vendor events, musical performances, races/walks, carnivals, and parades that:

a) Require street closings or detours such that the usual flow of pedestrians or vehicular traffic is inhibited; or

b) Are intended to or likely to attract substantial crowds; or

c) Are not consistent with the permitted or approved uses typically associated with the property; or

d) Require the use of City resources, financial or otherwise, in excess of the City's normal day-to-day operations; or

e) Any additional criteria as deemed by the City Manager, or their designee(s).

Single Event Permit – A temporary outdoor event permit that grants the applicant the ability to conduct a single event for up to seven consecutive days on a single property. An applicant is allowed a maximum of 6 nonconsecutive events per calendar year. Each property is limited to 3 unique applicants per calendar year unless prior approval has been given by the City.

Monthly Event Series Permit - A temporary outdoor event permit that grants the applicant the ability to conduct multiple temporary outdoor events as part of an organized and scheduled series; meaning the name of all events, major components of each event, event layouts, event advertising, and event scale, etc. are the same for all events included under the permit. An applicant is allowed a maximum of 12 nonconsecutive, single-day events per 12-month period on the same property. Each property is limited to 2 unique applicants per calendar year unless prior approval has been given by the City.

Weekly Event Permit - A temporary outdoor event permit that grants the applicant the ability to conduct regularly scheduled, small scale (less than 350 anticipated attendees per event), outdoor events for a maximum of 1 day per week on a single property. An applicant is allowed a maximum of 52 such events per 12-month period. Each property is limited to 2 unique applicants per calendar year unless prior approval has been given by the City.

POLICY

Any person, business, organization, or entity that would like to conduct a temporary outdoor event in the City is required to submit a temporary outdoor events application and receive approval from the Neighborhood Services Department.

Temporary outdoor events shall only be permitted on developed property zoned institutional, open space recreation, general commercial, and planned unit development/master planned unit development. Temporary outdoor events are prohibited on residentially zoned or City property (unless written consent for the temporary outdoor event is obtained through the City). No property may have more than 1 temporary outdoor event take place on the same day at the same time.

Small scale gatherings for a business/organization's staff, parishioners, or other group that is internal to the organization/business are not required to apply for an outdoor events permit. The gathering must be taking place on the organization/businesses' property, must not be advertised or open to the public in any way, must be small scale in nature, and are prohibited from having any components of a full-scale outdoor event such as tents that are 900 square feet or greater, police details requests, road or sidewalk closures, ticketing, etc.

APPLICATION GUIDELINES

Any person, business, organization, or entity that would like to conduct a temporary outdoor event in the City shall complete the online temporary outdoor events application provided by the Neighborhood Services Department.

A non-refundable application fee is due at the time of online submission. The fee amount has been included in the fee table below.

All information requested in the application must be included at the time of submission and must be an accurate representation of the proposed temporary outdoor event. Failure to provide all requested information or providing information that misrepresents the temporary outdoor event may result in denial of the application and possible denial of future applications for an 18-month period. Applicants are responsible for providing any changes or updated materials to the Department (i.e updated licensing, site plan, etc.) after the application has been submitted or approved.

Submission Deadlines

Temporary Outdoor Events applications must be submitted a minimum of 60 days prior to the first day of the event. Applications submitted within 60-21 days prior to the first day of the event will be subject to late fees. Any missing or supplementary information requested after the application has been submitted must be provided to the Neighborhood Services Department within five business days.

Any application for an event will be automatically denied if submitted less than 21 days prior to the event date.

All current Event Series or Weekly Event permit holders shall notify the Department of any changes to the originally filed application and/or site plan at least 14 days before the next scheduled event. Failure to notify the Department of any changes to the originally filed application and/or site plan could potentially result in revocation of the issued permit.

Fee Exemptions

Applications submitted by registered 501(c)(3)'s are exempt from permitting fees associated with the temporary outdoor event application. Applicants are still required to pay the application fees and submit a refundable security deposit. The applicant is responsible for submitting proof of 501(c)(3) status in their application.

Requests for exemption from any or all temporary outdoor event fees/security deposits may be granted at the discretion of the Neighborhood Services Director, or their designee.

Refunds & Rescheduling

The City will not refund any fees associated with the temporary outdoor event application for any reason.

In the instance an applicant needs to reschedule the dates of their event, the applicant must submit the request in writing no less than 7 days prior to the event date. The Department will have the authority to grant or deny the rescheduling request based upon the information given.

Security Deposit

All applicants shall pay a refundable security deposit in the form of a physical check for the amount listed on the fee table below. The security deposit will be refunded to the applicant after it is determined that the site of the temporary outdoor event is free of any garbage, litter, tents, signage or any other items/equipment associated with the event. If the Neighborhood Services Department determines that the property has not been returned to its original condition within seven days following the temporary outdoor event, the Department shall withhold the security deposit in whole, the applicant may potentially be banned from conducting future events in the City for an 18-month period, and the applicant and/or property owner may face further penalties for violations of City, state, and federal ordinances or statutes.

An applicant's security deposit shall also be withheld for any violation that results in the revocation of their temporary outdoor event permit.

Review Process

Once all requested information has been provided, the temporary outdoor event application shall first be reviewed by the Neighborhood Services Department.

- The Department shall forward the application to any internal City Department such as Public Works or the Police Department for review of any security, traffic, or other areas of concern.
- If any other conditions exist that could potentially pose a potential threat to public health, safety, and welfare, the application will be forwarded to the appropriate internal or external entity for proper review and guidance.

Once an application is approved, the applicant shall pay the permit fee and provide the City with a refundable security deposit in the form of a physical check before receiving a copy of their temporary outdoor events permit. All permit fees and security deposits must be paid in full at minimum 7 days prior to the start date of the event. Any event with outstanding permit or deposit fees within 7 days of the event's start date will be subject to revocation of the approved permit.

Any changes requested after an outdoor event has already been approved/ permitted must be made at least 14 days prior to the start date of the sale. Any changes requested within 14 days of the scheduled start date of the outdoor event can be subject to automatic denial.

Applications may be denied for reasons including, but not limited to the following:

- Missing, illegible, misleading, or falsified information.
- Applications submitted less than 60 days before the date of the temporary outdoor event.
- Temporary outdoor events with any component that may pose an overall threat to public health, safety, and welfare.
- Previous violations of this policy, or Sec.158.225 of the City ordinance.
- Previous violations of City, state, and federal ordinance, statues, and/or laws.

The reasons for denial listed above applies to event organizers, property owners, and the property itself.

Should an applicant request to appeal a denial, a written protest must be submitted to the Neighborhood Services Director, or their designee within 2 business days of the denial. The Neighborhood Services Director will inform the applicant of their review period and final determination.

PENALTIES

Unpermitted Temporary Outdoor Event

If a person, business, organization, or entity conducts, or has the intention to conduct a temporary outdoor event without first obtaining a permit, the following will occur.

- If the event is actively taking place, all activity in violation of the property's site plan shall cease. Failure to cease activity shall result in a Code Citation. The organizer of the temporary outdoor event shall immediately file for a temporary outdoor events permit if they intend to reschedule their event and may not resume until the permit has been approved and issued. The applicant could be subject to an unpermitted temporary event fee outlined in the fee section below, in addition to the regular fees associated with the application.

- If the event has not taken place yet, the Department will immediately inform the listed property owner that the unpermitted temporary outdoor event would violate the approved zoning use of the property. Should the event continue to take place, the property owner would be held responsible for any and all violations of the City's zoning code. The event organizer and property will be suspended from applying for any permit under Sec.158.225 for 18 months.

Revocation of Temporary Outdoor Events Permit

Should a permitted temporary outdoor event organizer purposely misrepresent their event, fail to return the event property to its original condition within the previously stated timeframe, fail to notify the Department of any changes to the originally filed application and/or site plan, and/or conduct an outdoor event that poses an overall threat to public health, safety, and welfare; the temporary outdoor event permit may be immediately revoked and the applicant may not reapply for a temporary outdoor event permit for 18 months.

Enforcement Authority

This policy grants the Neighborhood Services Department and the City of Port St. Lucie Police Department the authority to take any and all enforcement actions in accordance with city, state, or federal ordinances/statutes to address any activities that pose a threat to public health, safety, and welfare. This includes enforcement actions outlined in Chapter 37, Chapter 40, and 158 of the City of Port St Lucie Code of Ordinances. The city shall hold the property owner and event organizer jointly and severally responsible for any violations of our Code.

TEMPORARY OUTDOOR EVENT FEES

Fee Table	
Application Fee	$100
Single Event Permit	$300 ($200 for each additional day)
Event Series Permit	$1,500
Weekly Event Permit	$900
Vendor Fee	$25 per each additional vendor/food truck present. Fee will be charged once for each permit issued.
Refundable Security Deposit *(In the form of a physical check)*	Single Event Permit: $600 Event Series Permit: $3,000 Weekly Event Permit: $1,800
Late Fee *(Applications submitted within 60-21 days prior to the event start date)*	Single Event Permit: $150 Event Series Permit: $750 Weekly Event Permit: $450
Unpermitted Outdoor Events Fee	Single Event Permit: $300 Event Series Permit: $1,500 Weekly Event Permit: $900