

City of Panama City Special Events Handbook



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*"Dedicated to Excellence...
People Serving People"*

IMPORTANT

Packets when submitted must contain Pages 9, 23 - 30

****DO NOT remove any before submission****

Page 27 must be notarized.

If Page 28 does not apply indicate so by writing "N/A" on both blanks and sign Page 29

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- Special Event Application

NOTE: There are a total of 30 pages in this entire document. Please verify that your copy contains all of the pages.

Upon verification, please detach pages 9, 23-27 as these pages are the actual permit application to be submitted to the commission for consideration.

Return your completed application (pages 9,23-30) to either the Panama City Police Department, the Leisure Services Department, or the Marina Director and the respective department will forward your application to the Commission for approval.

Purpose

It is the intent of the City of Panama City to maintain a special events handbook that will outline the procedures needed to insure a safe and enjoyable event for all. Additionally, this handbook is to guide event organizers through the application and permitting process in accordance with the Municipal Ordinances of the City of Panama City.

Steps to the Process

- ❑ Pick up a packet from the Panama City Police Department, Leisure Services Department, the Marina Director, or print one online at www.PCGOV.ORG.
- ❑ Complete the special events packet insuring that all applicable steps are accomplished.
- ❑ Schedule a meeting with the applicable special events coordinator (Police - or- if parks only, Leisure Services or Marina Director).
- ❑ Inquire about \$1,000,000.00 indemnification / liability insurance policy designating the City of Panama City as the insured.
- ❑ Complete the Indemnity and Hold Harmless Agreement. (Must be notarized)
- ❑ Submit DOT Permit paperwork if required. (Consult with the designated special events coordinator)
- ❑ Turn in your completed packet to either the Panama City Police Department the Leisure Services Department, or the Marina Director along with all payments due, during normal business hours (Monday-Friday, 8AM-5PM). Your special events coordinator will assist you through this process.
- ❑ You will be kept informed as to the status of your permit submission throughout each step of the approval process.

Police Department Responsibilities

- If your event requires any police involvement, the Police Department will appoint a special events coordinator to assist you through the process.
- The Police Department will determine the overall number of police officers required for all events.
- The Police Department will match the number of officers paid for by the event coordinator at no additional cost.
- The Police Department will be responsible for providing the required number of officers at the time and location indicated on the approved application.
- The Police Department will not make referrals to specific businesses for services.
- The Police Department will make public notice of street, boat ramp, and road closures as needed.
- The Police Department may post message signs for traffic safety prior to some events.
- Officers will coordinate the removal of vehicles that obstruct streets, if necessary, for the event.
- The Police Department will provide a representative to attend event meetings as necessary.
- The Police Department will coordinate with other agencies for manpower as required.
- The Police Department will submit the permit application to the City Commission.
- Police Officers will remain under the command of the Police Department and will adhere to department protocols.

Organizer Responsibilities

- With regard to events requiring police personnel, they will be permitted on a first come first serve basis. Applications will be deemed received when all required documentation has been received and all associated fees are paid.
- Organizers must insure that a list of all vendors be turned over to the City Licensing Department for tax purposes.
- Organizers shall contact EMS and the Panama City Fire Department if they are required to remain on scene. Any and all fees associated with their required presence will be negotiated with them directly by the organizer.
- Organizers are responsible for obtaining liability insurance as required.
- Private parking lots may not be considered as part of the event area without the written authorization of the property owner.
- A letter of consent must also be provided for use of any other private property.
- A proposed map of the event shall be submitted with the application.
- Event organizers are responsible for providing security of equipment and vendor areas prior to and after the event. Organizers may contact the Police Department for these services. Any and all fees associated with additional police presence will be negotiated with the police off-duty coordinator and will be in addition to the normal police rates.
- Organizers should carry the permit on their person during the event and display it upon request of law enforcement.
- Organizers must clean the public assembly area; all closed streets, sidewalks, rights of way, hardscape, and landscape areas. Cleaning shall be conducted in accordance with the City's guidelines. All event areas will be inspected.
- If food or beverages are served at the event, the organizer may be required to pressure wash the closed streets, sidewalks, and rights of way.
- If public feeding is involved, all grease must be properly disposed of.
- If public feeding is involved, portable restrooms and hand wash stations must be provided as needed by the organizer. All portable restrooms are to be removed at the end of the event.

- If the event requires portable restrooms, there should be a minimum of one handicapped facility. Additional handicapped facilities will be required as needed.
- If the event involves a parade in which any item is ejected from a moving vehicle, wheel walkers will be required on each side of the vehicle and at every axle, to insure the safety of all attendees.
- The organizer shall give due consideration to the following:
 - Sanitation
 - Lighting
 - Parking
 - Traffic ingress and egress
 - Emergency vehicle ingress and egress
 - Event staff communication
- If the event involves any open flame source, incendiary devices, or fireworks, the organizer must contact a representative of the Panama City Fire Department to get authorization.

ADDITIONAL NOTES:

No devices to create holes in the sidewalks or asphalt roadways are allowed. Any markings made on pavement, sidewalks, or roadways shall be made with chalk.

Open Glass containers are PROHIBITED!

If parade/street closure is to be held by someone other than the applicant, applicant shall file a letter with the Chief of Police from the person proposing authorization in order for the applicant to apply for a permit.

PARKS/MARINAS

CITY OF PANAMA CITY PARK/MARINA USAGE

Rules governing the use of the parks/marinas of the City of Panama City are as follows:

1. Banners approved for special events are to be no larger than 32 square feet in size (maximum 10 feet length or width). Banners outside this scope must be permitted through the Department of Land Use and Code Enforcement in accordance with City of Panama City Municipal Code Section 6-12.4(12), unless special treatment zone which requires Commission approval.
2. Groups using sites are responsible for cleaning of the site and will be responsible for damages incurred as a result of the event.
3. Alcoholic beverages are not permitted in City parks.
4. Amplified music/sound systems must be kept within the sound level limit of 70 [dB(A)] in accordance with City of Panama City Municipal Code 1992 Section 18-83 (11), unless special permit granted through PCPD Code Enforcement.
5. Cooking must be confined to park grills or appropriate portable grills. (Note: No cooking permitted within McKenzie Park.)
6. Food vendors in the park must be approved by the City Commission and properly permitted by the City of Panama City and other agencies as required.
7. Concessionaires must be approved by the City Commission and properly permitted by the City of Panama City.
8. Tents may be erected in certain park sites as designated and approved by the City Commission.
9. Other special facility arrangements must be approved by the City Commission.
10. All fund-raising events must be conducted by a bona-fide charitable organization. Verification of the organization's status must accompany the park permit and be approved by the City Commission prior to the group's promotion of the event by invitations, tickets, flyers, or posters.

Permit Fees Schedule

- Special Events Application Processing Fee (non refundable) \$100.00
- Block Party Permit (non refundable) \$ 50.00
- Security Deposit \$250.00
- Police / Security **TBD ***

*Currently \$25.00 per hour, per officer, four hour minimum. In the event that police officers from other agencies are needed, the organizer will be responsible for 100% of their wages with a four hour minimum.

- **Electric Connections**

- 1-5 panels \$120.00
 - 6-10 panels \$300.00
 - 11 or more panels \$600.00
 - Electrician Callout (per call) \$ 75.00

- **Special Metered Connection Only**

- Connection Fee \$90.00
 - Meter Service Deposit \$450.00

- Solid Waste (Per Blue Trash Cart) \$10.00

- Organizers will be responsible for prepayment of half of the police officers needed for traffic control and/or security. Payment is due at the time the application is submitted. Checks should be made payable to the City of Panama City. The Police Department will provide the other half of the police officers needed at no cost to the organizer.

NOTE: In the event that the overall number of officers needed for security requires the use of officers from neighboring agencies, the organizer will be responsible for any and all wages.

- Payment for officers' time may not be refundable after 5 PM, on the day prior to the event.
- Payment for officers' time may not be refundable for early cancellation of the event due to lack of participation after the permit start time is reached.
- All fees will be paid at the Panama City Police Department, Leisure Services Department, or Marina Director's Office during regular business hours (Monday-Friday 8 AM-5PM).
- All application fees are non-refundable

KEEP THIS PAGE WITH PACKET

Permit Fees Remittance Sheet

<input type="checkbox"/>	Permit Application Fee	\$ _____
<input type="checkbox"/>	Block Party	\$ _____
<input type="checkbox"/>	Security Deposit	\$ _____
<input type="checkbox"/>	Police / Security	\$ _____
<input type="checkbox"/>	Public works - Electrical Connections	\$ _____
<input type="checkbox"/>	Public Works - Trash Carts	\$ _____
<input type="checkbox"/>	Utilities – Water	\$ _____
	Total	\$ _____

Proof of Liability Insurance received Date _____

DOT Permit (if required) Date _____

Panama City Fire Dept. Authorization Sheet (if required) Date _____

Payment received:

Organizer Signature Date _____

Witness Signature Date _____

Run/Walk Events

- There are three approved locations for run/walk events for organizers to choose from: Historic Millville, Scenic Cove, and Picturesque St. Andrews. (see maps page)
- In addition, organizers may use the area walking parks (permits may be required by Leisure Services).
- Organizers shall provide restrooms for any event attended by more than 100 persons.
- No run/walk events will be approved for public holidays.
- Organizers are responsible for trash removal after the event.
- There may be only one event permitted on any date based on personnel demands.
- The Millville 5k requires 10 officers (5 of which are paid for by the organizer).
- The Cove 5k requires 10 officers (5 of which are paid for by the organizer).
- The St Andrews 5k requires 10 officers (5 of which are paid for by the organizer).
- The Chief or designee on scene may cancel or postpone any event based on extreme hazards; i.e., lightning, natural disaster, etc.
- All 1 Mile fun runs will be held on a portion of the same route as the approved 5k.
- 10k runs will utilize the same route twice.

Parade Events

- There are three approved parade locations that organizers may choose from. These areas include: 3rd street in Millville, Harrison Ave, and Beck Ave. (Harrison Avenue and Beck Avenue require DOT Road Closure Permits from the applicant)
- The number of officers required will depend on the specific event. Organizers should consult with their Police Department special events coordinator to determine this number.
- Pedestrian control barriers may be required and will be supplied by the organizer at their expense.
- Payment for officers' time may not be refundable for early cancellation of the event due to lack of participation after the permit start time is reached.
- The Chief or designee on scene may cancel or postpone any event based on extreme hazards; i.e., lightning, natural disaster, etc.

Festival Events

- The Police Department will work with organizers to identify appropriate facilities, services, and permits necessary based on the individual event.
- Event Organizers are responsible for scheduling any and all services not provided by the Police Department.
- The organizer, if applicable, shall obtain a DOT permit.
- Organizers shall insure that the appropriate number of portable restrooms are provided.
- The Police Department special events coordinator will determine the number of police officers that will be required for event security.
- Pedestrian control barriers may be required and will be supplied by the organizer at their expense.
- Event parking must meet all of the requirements discussed in the organizer responsibilities section of this manual.
- Payment for officers' time may not be refundable for early cancellation of the event due to lack of participation after the permit start time is reached.
- The Chief or designee on scene may cancel or postpone any event based on extreme hazards; i.e., lightning, natural disaster, etc.

Park Usage

The Panama City Department of Leisure Services park sites are available for use by individuals, families, organizations and companies, when not in use for Department of Leisure Services organized activities. Please follow the procedures outlined herein.

NOTE:

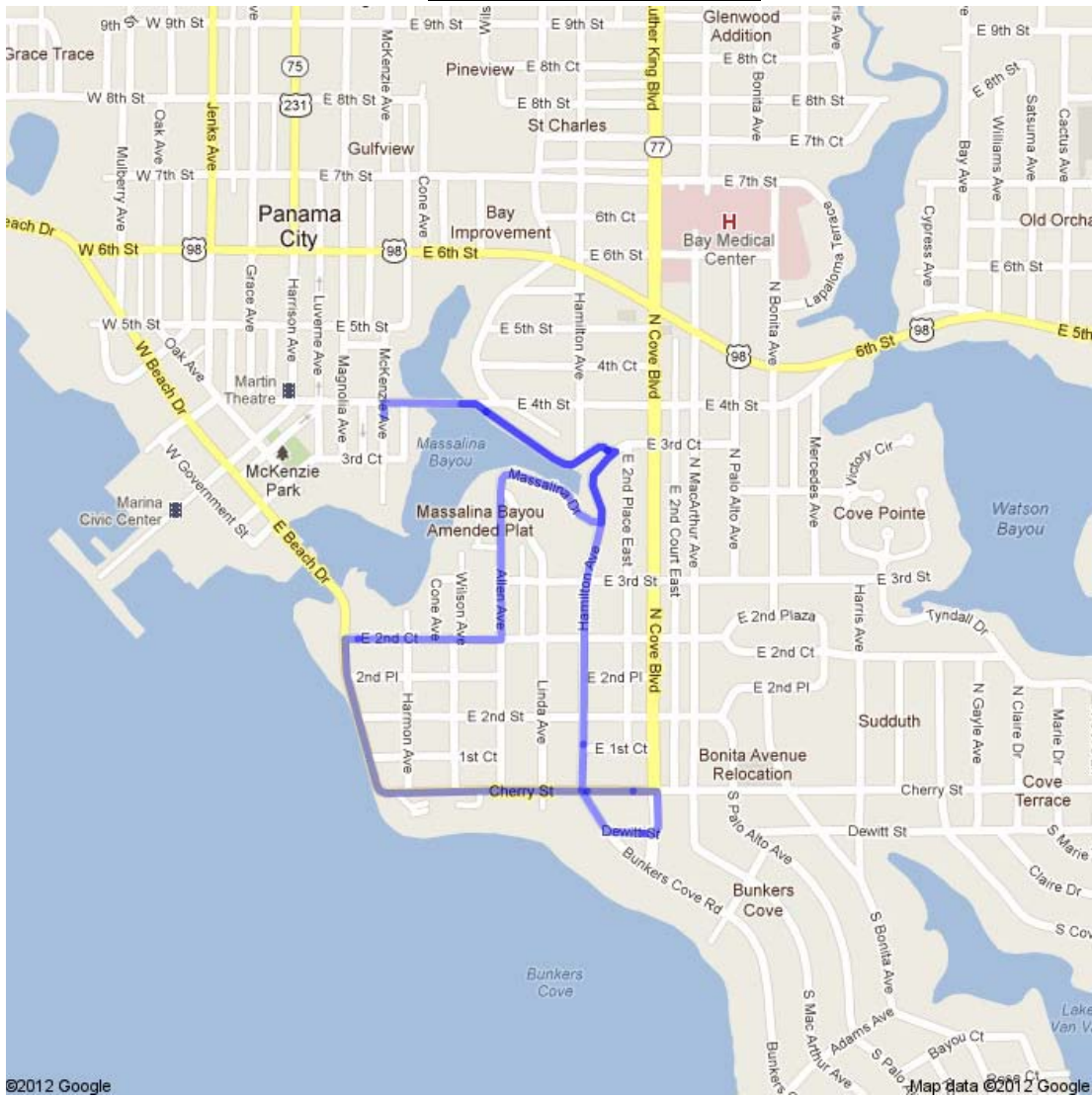
1. Reservations for any Panama City Department of Leisure Services park site must be made in person not less than 15 working days in advance at the Oakland Terrace Recreation Center.
2. No phone reservations will be accepted.
3. All reservations are accepted on a first come - first serve basis.
4. Park reservations are accepted at Leisure Services, Monday through Friday, from 8:00 A.M. until 5:00 P.M.

Panama City Department of Leisure Services
1900 West 11th Street
Panama City, Florida 32401
Phone: 872-3199

-
- Leisure Services will work with organizers to identify appropriate facilities, services, and permits necessary based on the individual event.
 - The Panama City Department of Leisure Services has the authority to determine the appropriateness of the site based on the requested activity. Approval of a Park Use Request will depend on the availability of police resources to conduct a safe and orderly event based on crowd control, traffic control, adequate parking, sanitation, and other required health facilities; and to not interfere with police, fire, or ambulance service to areas contingent to assembly site, or to any other large event in other locations that require Panama City Department of Leisure Services or Police Resources. The City of Panama City has the authority to require the provision of General Liability Insurance by the user.

RUN / WALK
MAPS SECTION

Scenic Cove 5k



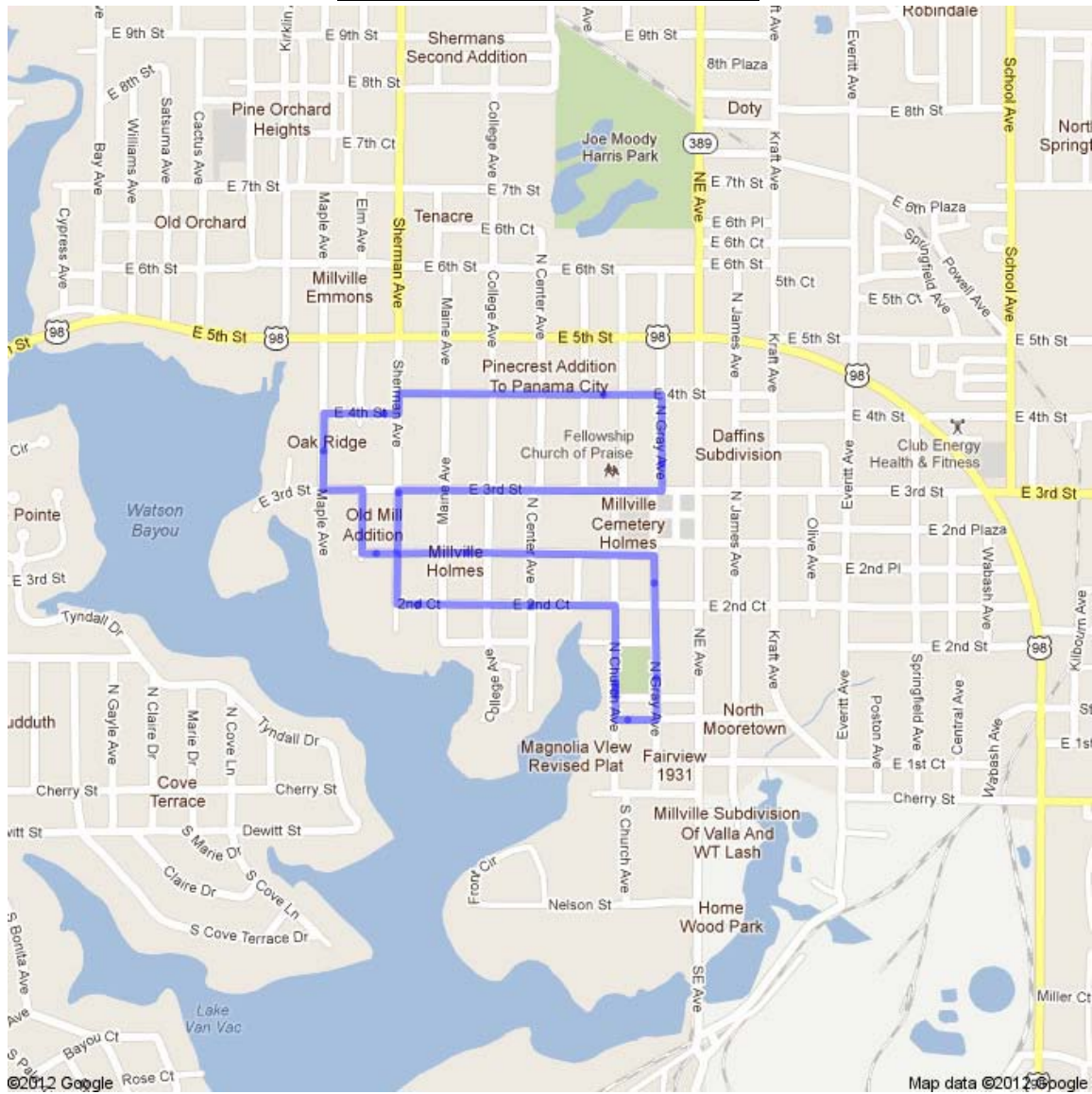
- Starting from McKenzie Ave
- 1 Head north on McKenzie Ave toward E 4th St
 - 2 Take the 1st right onto E 4th St
 - 3 Slight right onto Massalina Dr
 - 4 Take the 1st right to stay on Massalina Dr
 - 5 Turn right to stay on Massalina Dr
 - 6 Continue onto Allen Ave
 - 7 Turn right onto E 2nd Ct
 - 8 Turn left onto E Beach Dr
 - 9 Continue onto Cherry St
 - 10 Turn right onto Bunkers Cove Rd

- 11 Turn left onto Dewitt St
- 12 Turn left onto S Cove Blvd
- 13 Take the 1st left onto Cherry St
- 14 Take the 1st right onto Hamilton Ave
- 15 Continue straight onto Massalina Dr.
- 16 Turn left to stay on Massalina Dr
- 17 Slight left onto E 4th St

Total: 5k

(NO DOT PERMIT REQUIRED)

Historic Millville 5k



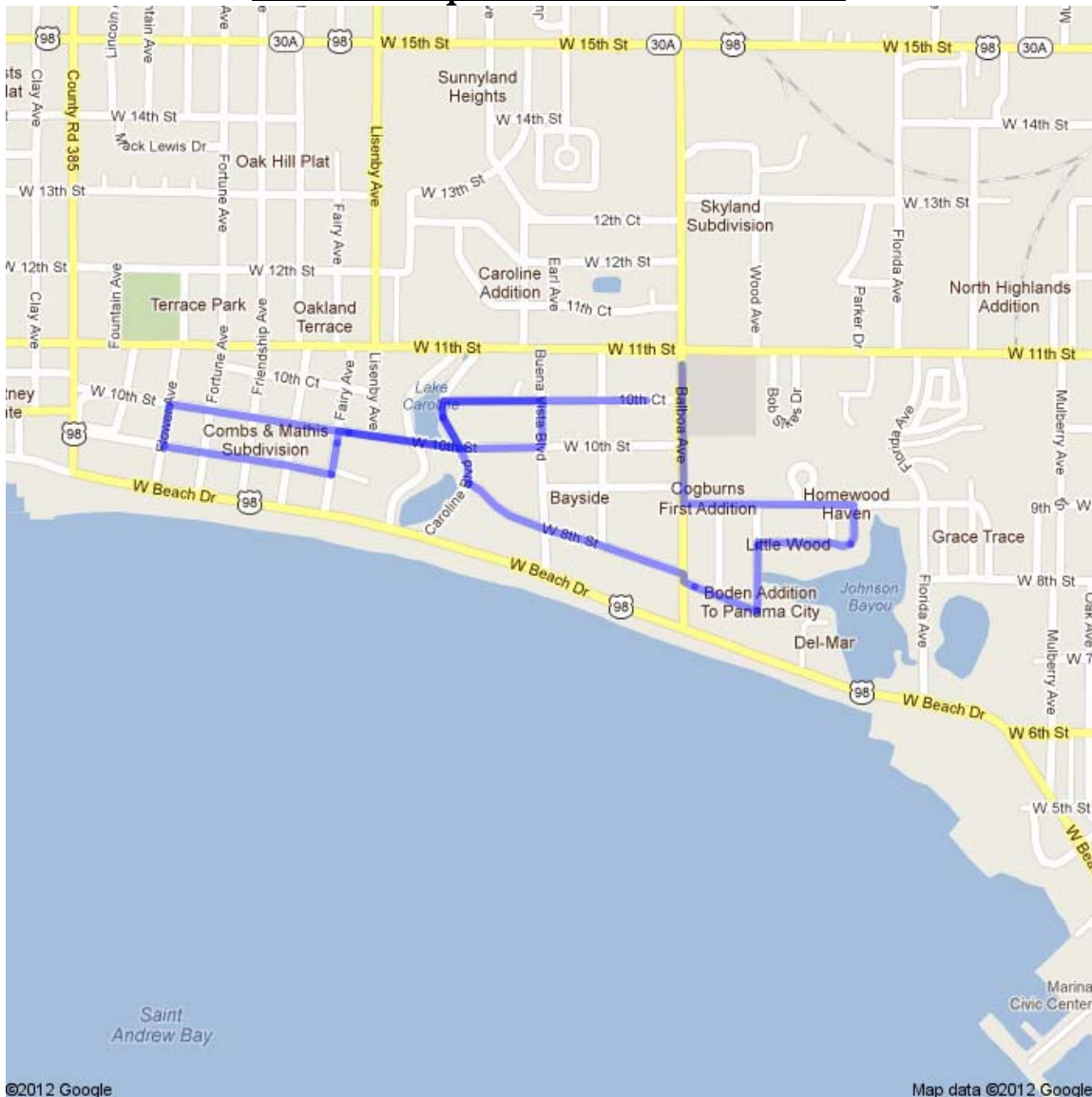
Starting from N Church Ave

- 1 Head north on N Church Ave toward E 2nd St
- 2 Take the 2nd left onto E 2nd Ct
- 3 Turn right onto Sherman Ave
- 4 Take the 1st left onto E 2nd Plaza
- 5 Take the 1st right onto Elm Ave
- 6 Turn left onto E 3rd St
- 7 Take the 1st right onto Maple Ave
- 8 Take the 1st right onto E 4th St
- 9 Turn left onto Sherman Ave
- 10 Take the 1st right onto E 4th St

- 11 Turn right onto N Gray Ave
- 12 Turn right onto E 3rd St
- 13 Turn left on Sherman Ave
- 14 Take the 1st left onto E 2nd Plaza
- 15 Turn right onto N Gray Ave
- 16 Turn right onto 1st Plaza
- 17 Turn right onto N Church Ave

Arriving at N Church Ave
Total: 5k
(NO DOT PERMIT IS REQUIRED)

Picturesque St. Andrews 5k



- Starting from Balboa Ave
- 1 Head south on Balboa Ave toward 10th Ct
 - 2 Take the 1st left onto Garden Club Dr
 - 3 Turn right onto Pinecrest Ave
 - 4 Continue onto W 8th St
 - 5 Turn left onto Wood Ave
 - 6 Turn right onto W 7th Ct
 - 7 Turn right onto Balboa Ave
 - 8 Take the 1st left onto W 8th St
 - 9 Turn right onto Caroline Blvd
 - 10 Take the 1st right onto W 10th St
 - 11 Take the 1st left onto Buena Vista Blvd
 - 12 Take the 1st left onto 10th Ct
 - 13 Turn left onto E Caroline Blvd

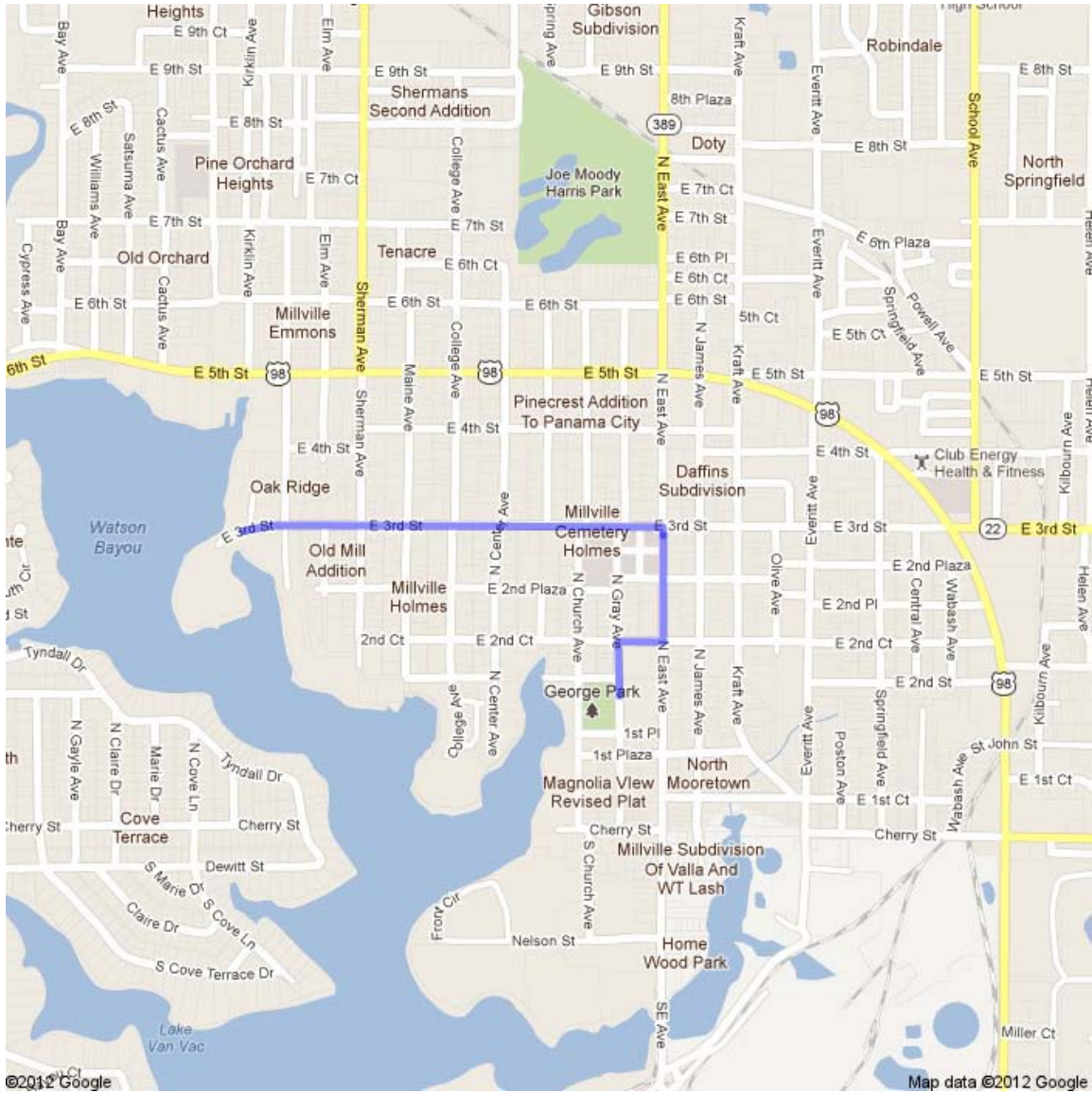
- 14 Take the 1st right onto W 10th St
 - 15 Turn left onto Flower Ave
 - 16 Take the 1st left onto Baker Ct
 - 17 Turn left onto Fairy Ave
 - 18 Take the 2nd right onto W 10th St
 - 19 Turn left onto E Caroline Blvd
 - 20 Turn right onto 10th Ct
 - 21 Turn left onto Balboa Ave
- Arriving at Balboa Ave

Total: 5k

(NO DOT PERMIT REQUIRED)

PARADE
MAPS SECTION

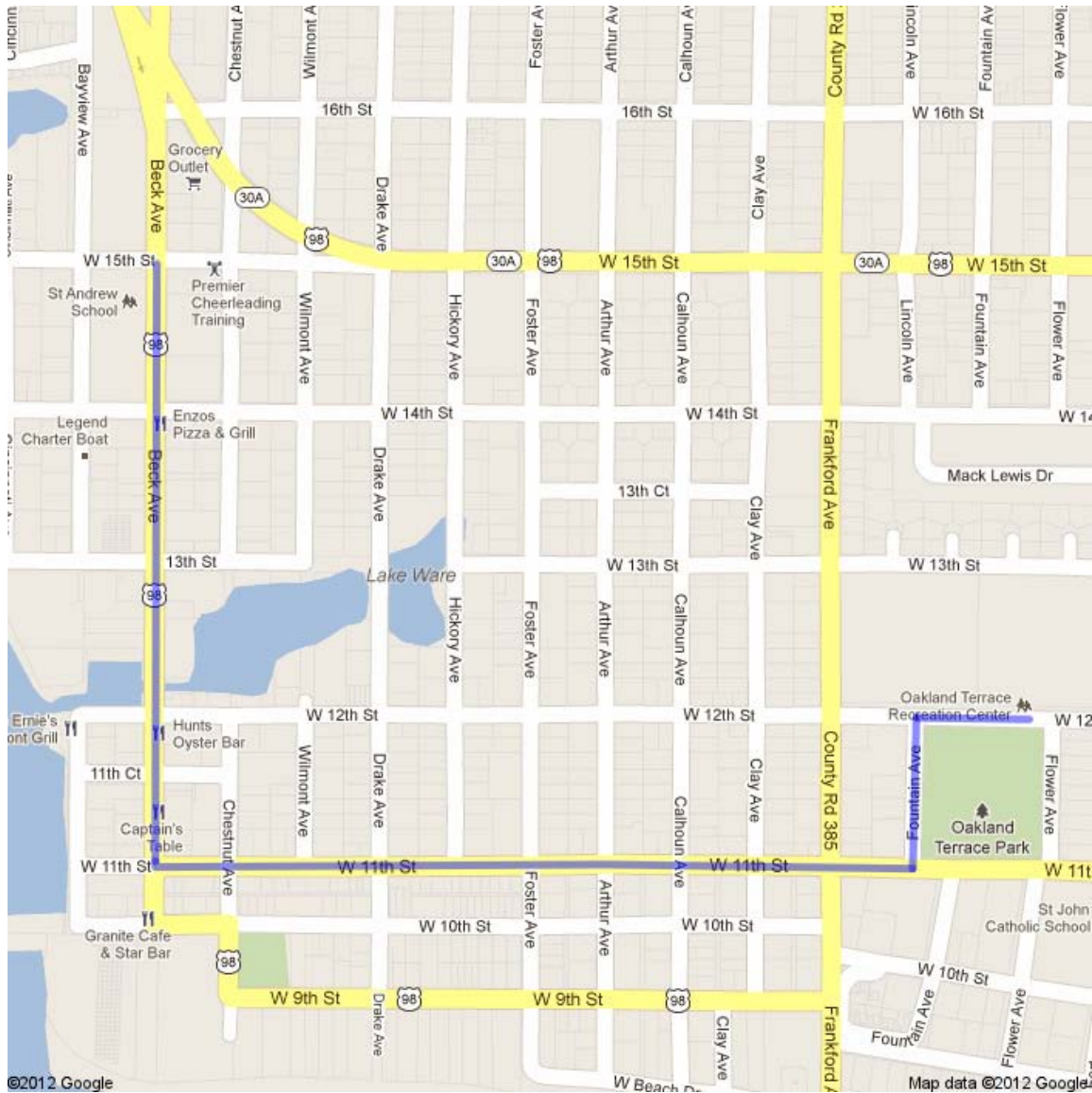
Millville Parade Route



Assemble at Millville Waterfront Park
Travel East on Third Street to East Ave
Turn South on East Ave to 2nd Court
Turn West on Second Court to N Gray Ave
Travel South on N Gray Ave to Park

NO DOT PERMIT REQUIRED

St Andrews Parade Route



Route One:

- Assemble at Oakland Terrace Recreation Center
- Travel West on 12th Street to Fountain Ave
- Travel South on Fountain Ave to 11th Street
- Travel West on 11th Street to Beck Ave
- Travel North on Beck Ave to 15th Street

DOT PERMIT REQUIRED

Route Two:

- Assemble at 15th Street and Beck Ave
- Travel South on Beck Ave to 11th Street
- Travel East on 11th Street to Fountain Ave
- Travel North on Fountain Ave to 12th Street
- Travel East on 12th Street to Oakland Terrace Recreation Center.

Reference

City of Panama City
<http://www.pcgov.org/>

Phone 850-872-3002

Panama City Police Department
<http://www.panamacitypolice.com/>

Phone 850-872-3100
Fax 850-872-3198

Panama City Fire Department
<http://fire.pcgov.org/>

Phone 850-872-3059
Fax 850-872-3058

Leisure Services (Parks)
<http://www.pcgov.org/residents/leisure-services>

Phone 850-872-3199
Fax 850-872-3078

Licensing Department
<http://www.pcgov.org/business/license-division-1>

Phone 850-872-3033

Public Works (Solid Waste and Electric)
<http://www.pcgov.org/residents/public-works-department>

Phone 850-872-3170

Utilities Department (Water)
<http://www.pcgov.org/residents/water-department>

Phone 850-872-3166

City of Panama City Parade Permit/Street Closure Application
<http://www.pcgov.org/residents/leisure-services/park-and-parade-permits>

Florida DOT Road Closure Permits
<http://formserver.dot.state.fl.us/MiscRepository/forms/85004065.pdf>

Phone 850-767-4990

Bay Medical EMS
<http://www.baymedical.org/Services/Ambulance-EMS.aspx>

Phone 850-769-1511

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Checklist

- City of Panama City Special Event Permit Application

- Florida Department of Transportation (DOT) Road Closure Permit (if applicable)

- Permit Fees Remittance Form

- Map Selection (if applicable)

- Proof of Liability Insurance (if required)

- Contract for Portable Restrooms (if required)

- Written Consent from Private Property Owners (if needed)



CITY OF PANAMA CITY SPECIAL EVENTS PERMIT APPLICATION

Check all that apply:

Parks: _____ Parade: _____ Marina: _____ Festival: _____

Run/Walk: _____ Block Party: _____ Group Feeding: _____

1. Applicant's Name: _____

2. Address: _____

3. Telephone Number Day: _____ Evening: _____

4. Name, Address, Telephone Number of Organization:

5. Authorized Head of Organization: _____

6. Chairperson's Name: _____

Address: _____

7. Name of Event: _____

8. Purpose of Event _____

9. Date(s) of Event: _____

10. Event Times: Assembly: _____ Start: _____ End: _____

11. Assembly Location: _____

12. If more than one day, list other dates/times: _____

13. Approximate number of persons, vehicles, animals, type of animals, description of vehicles:

14. Approximate number of spectators expected: _____

15. Description of activities (Music group, political speaker, food, etc):

16. Description of public facilities to be used: _____

17. Route (COPY OF MAP MUST BE ATTACHED): _____

18. Will the parade occupy all or part of the street? _____

19. Length of parade or run in miles: _____

20. Interval to be maintained between units in feet: _____

21. Description of recording equipment, sound amplification devices, banners, signs, or attention getting devices:

22. Will the event involve open flame, incendiary devices, or pyrotechnics? If yes, explain. (The Fire Department must be consulted)

23. Will alcoholic beverages be sold or served: _____
(Map must clearly indicate egress from alcohol consumption area)

Type of alcohol served: Beer: _____ Wine: _____ Liquor: _____

Time Start: _____ Time End: _____

**** NOTE: Organizer is responsible for obtaining any applicable State Alcohol, Beverage, Tobacco (ABT) licenses.**

24. Grey water plan: _____

25. Clean up plan: _____

26. I have read and agree to comply with the conditions set forth in the City of Panama City Special Events Handbook in accordance with Chapter 17 of the City of Panama City Municipal Code. _____ Initials

27. Organizer assumes all responsibility for any and all damages sustained to park site and will reimburse City for any and all damages, including labor costs. I understand that I must abide by the Regulations as set forth in City of Panama City Ordinance 22.31-22.42 and the rules of the Department of Leisure Services. _____ Initials
(Park Reservations ONLY!)

28. I understand that this application is not approved until it is signed off by the appropriate departments and is approved by the City Commission (if required). _____ Initials

29. Permit fee: _____ Date paid: _____

Application shall be filed not less than sixty (60) days nor more than one hundred eighty (180) days before the date on which the event is to be conducted.

REQUIRED SIGNATURES

Applicant: _____

Leisure Services: _____

Public Works: _____

Marina: _____

Fire Department: _____

Police Department: _____

INDEMNITY AND HOLD HARMLESS AGREEMENT

IN CONSIDERATION of the City of Panama City, Florida ("City") approving the use of the City's streets and other City properties by the Undersigned, the Undersigned agrees to indemnify and hold harmless the City, its agents, employees and assigns, from any and all claims, demands, damages, actions, causes of actions, or suits for injury or death to any person and damages to property of others, including the property of the City, arising out of or from the use of the City's streets and properties or from the sale, consumption or possession of alcoholic beverages by those attending or participating in the activities sponsored by the Undersigned, as well as any injury resulting from the previous negligence of the City regarding the construction and maintenance of its properties.

The Undersigned represents that (1) the Undersigned has read and understands the terms of the foregoing Indemnity and Hold Harmless Agreement, (2) that the Undersigned's execution of this instrument constitutes its free and voluntary act, (3) that the execution hereof is made without any representations of inducement or otherwise by those indemnified hereby; (4) that this Agreement has been properly approved by the Undersigned and if applicable in accordance with its organizational structure, and (5) that no other signature other than the one affixed to this document is necessary to make this indemnity and hold harmless agreement binding on the Undersigned or its organization.

IN WITNESS WHEREOF, the Undersigned has hereunto set its hand and seal,
this _____ day of _____ 20 _____

Signed, sealed and delivered
in the presence of

Print Name of Witness	Print Name of Organization or Individual
Print Name of Witness	Signature
	(Print Name)
	Title: _____ Print Name and Title if acting on Behalf of Above Organization

**CITY OF PANAMA CITY, FLORIDA
TEMPORARY HYDRANT METER
SERVICE AGREEMENT**

The undersigned requests and acknowledges receipt of a fire hydrant meter to be set at _____
for a period not to exceed _____ days. (180 day maximum)

The undersigned accepts full responsibility of said meter and agrees to adhere to all rules and procedures set forth herein, including but not limited to the following:

- ◆ Hydrant meters shall be furnished, installed, relocated, and removed by Utilities Department personnel only. The meter shall remain the property of the City and shall be subject to the exclusive control of the Utilities Department. The City reserves the right to deny use of temporary hydrant meters, when in the sole judgment of the Utilities Department, such use is inconsistent with City policy or with the public health and welfare. Privately owned hydrant meters may be used only with prior approval of the Utilities Department and shall be subject to all other provisions of this agreement.
- ◆ Customers shall be supplied with temporary water service at regular commercial consumption rates upon written application by such customers, agents, or other responsible parties and upon payment of a required service deposit and a non-refundable connection fee. The deposit shall be held by the City as a guarantee for the loss or damage of its equipment and the payment for water used. Upon final determination of all applicable charges and the discontinuance of service, such charges shall be deducted from the deposit and the balance, if any, returned to the customer.
- ◆ All hydrant meters shall be read on a monthly basis by Utilities Department personnel. Service agreements shall be paid in full not less than every 30 days. Failure to comply with any provision of this service agreement shall result in the immediate termination of service and removal of the temporary meter. Disputed charges shall be subject to resolution through the same departmental policies /procedures as other permanent meter services.

- ◆ Customers shall be liable for all damages, repairs or replacements of the hydrant meter, meter assembly, fire hydrant, hydrant assembly, connections and other appurtenances, including the City water distribution system, normal wear and tear excepted.
- ◆ Upon the failure of a customer to pay all such applicable costs, the City shall assess such additional fees, penalties, or other remedies as may be provided according to the Code of Ordinances of the City.
- ◆ Customers shall install City approved backflow prevention devices at each hydrant meter connection as may be reasonably required to protect the public drinking water supply from cross-connections or contamination. The customer shall be responsible for the periodic inspection and testing of such backflow device to ensure that such device is in good working order.
- ◆ Customers shall abide by all applicable provisions of Chapter 24 of the Code or Ordinances of the City of Panama City entitled “Utilities” and such other rules and policies as may be required by the Utilities Department or the City to enforce such provisions.

Date	Company Name
Printed Name & Title	Address
Signature	Telephone #

For Office Use Only: Service Deposit: \$450.00 Connection Fee \$90.00

Work Order # _____ Meter No. _____ Beginning reading _____

Location _____ Hydrant # _____

Final reading _____ Date removed _____

This application was submitted to the City Commission for consideration and the following action was taken:

_____ Approved
_____ Disapproved

Date of Action by Commission