



City of Marco Island
 50 Bald Eagle Drive
 Marco Island, FL 34145
 Phone: 239-389-3917
smalloy@cityofmarcoisland.com

RESIDENTIAL EVENT – PERMIT REQUEST

This permit is issued to those who are requesting relief from the noise levels designated in the current Noise Ordinance for Marco Island, FL
***In order to properly process your request, all applications must be received at least 7 days prior to event.**

RSPEV-Residential Event Permit #: _____ **Date Received:** _____

Event Date: ____/____/____ Event Address: _____

Property owner's name: _____ Phone: _____

Applicant's Name: _____ Phone: _____

Applicant Email Address: _____

Who may we contact on day of event if necessary?

Name: _____ Phone: _____

Please provide a brief description of your event. (Indoor? Outdoor? Music?): _____

ANTICIPATED NUMBER OF ATTENDEES: _____

NOISE: Music/Noise is anticipated from: _____ AM/PM to: _____ AM/PM
(Approval for Noise will not be approved after 10pm and before 8am)

*Neighborhood Notification: Notification must be provided to your neighbors at least **7 days prior** to your event date and submitted to all neighbors in a **300 ft. (football field) radius** (including across canal or lake). You are required to return this form **with a copy of the notification letter** that you have/will provide to your neighbors.
 _____ (Please initial that you have read and agree to comply with the Notification requirement.)

*PARKING: You **MUST** comply with all current parking ordinances and land development codes.
 _____ (Please initial that you have read and agree to the parking requirement.)

By acceptance of this permit, the applicant agrees to defend, hold harmless and indemnify the City of Marco Island and its agents from any and all liability which may arise as a result of the issuance of this permit. If the event is deemed too excessive by the Marco Island Police Department, the applicant may be required to limit or cease all activity(s) which is the cause of the disturbance. Citations may be issued by MIPD to the applicant of this permit, if their instructions are not followed. Please sign and date below if you agree to the terms and conditions of this permit:

Applicant Signature

Date

Residential Event Permit Fee - \$5.00; checks payable to: City of Marco Island

Example Letter to Neighbors:

Dear Neighbors,

My name is ____ at _____. As a courtesy, I wanted to let you know that on ___ we will be having a private gathering at our home which will require us to use some extra parking, and there will also be additional noise. We apologize in advance for any disturbance. We have notified the local authorities of our gathering as well. Thank you in advance for your understanding.

Kind Regards,