

Please pay your permit fees via the invoice you received. We cannot process your permit application until this is completed.

Peter, Permit Coordinator

● Outstanding Payment

Details

Application ID: 3198

Permits:

Applicant: Clarissa Chairez

Account User: Marie Munoz

Permit Manager: Permit Coordinator

Last Updated: Jan 09, 2026 04:55:18 PM

Permits

There are no Permits for this application.

Related Applications

There are no related applications.

Billing

Date	Invoice #	Bill To	Due Date	Amount	Status	Department
12-04-2025	11477	Clarissa Chairez	12-18-2025	200.00	Active	Special Event Division

Application

Administrative Tasks and Permit Notes  not viewable by applicant

Comments and Files:

Organization Information

Contacts

Event Information

Required

Comments and Files:

Event Dates & Attendance

Required

Comments and Files:

Event Location

Required

Comments and Files:

Site Plan

Required

Comments and Files:

Do you plan to use tents, stages and/or temporary built structures at your proposed event?

Yes

Comments and Files:

Do you plan to have food service for your event?

Yes

Comments and Files:

Will alcohol be served, consumed or sold, consumed at your proposed event?

No

Do you plan to have amplified sound? (Musical instruments, bullhorns, wireless mics/speakers) Do you need a Loudspeaker Permit?

No

Is your event a Race, Walk, Run, Cycling or a combination?

No

Do you have a parade component in your event?

No

Do you plan to include, close, modify and/or impact any public right of way?

No

Will the event have vendors selling or giving away merchandise or services including donation at time of sales?

Yes

Comments and Files:

Do you plan to use fencing or barriers? (e.g. event perimeters, beer garden, VIP area, parking, production, lines, etc) No

Do you plan to have pyrotechnics, fireworks, or flame effects?

No

Will the event have any banners or signs?

Yes

Number of Banners

1

Number of Signage

50

Banner size(s), location and method of attachment

2ft x 5ft, located at drive thru entrance at property. Attached with pvc pipe and rope secured into the ground.

Signage size(s), location and method of attachment

A-frame stands and yard signs will be located across property.

Comments and Files:

Will there be aeronautical activity at your proposed event? No

Additional Information Required

Do you plan to have any other activities not yet mentioned? No

Comments and Files:

Security/Safety Plan Required

Events requiring road closures or involving alcohol are required to hire extra duty officers for the safety of the attendees. If my proposed event have either of the elements, I understand and agree that I am required to hire extra duty officers for the safety of the attendees. Yes

I also understand and agree that the Orlando Police Department will determine if and how many extra duty officers are needed for my proposed event. Yes

I also understand that I must NOT discuss the details of my security plan outside of conversations with OPD and the City of Orlando. Sharing these details outside of OPD and the City of Orlando could compromise the integrity of my Security Plan. Yes

Comments and Files:

Medical Plan Required

Comments and Files:

Transportation Impact & Notification Plan Required

Comments and Files:

Parking Plan and Impact Required

Comments and Files:

Streets Cleaning and Stormwater Best Practices Required

Comments and Files:

Waste Removal Plan Required

Comments and Files:

Restrooms/Sinks

Required

Comments and Files:

Insurance

Required

Comments and Files:

Acknowledgement/Signature

Required

Comments and Files:

Additional Medical Services

No

Site Inspection

No

Police Department Internal Review  not viewable by applicant

Comments and Files:

Post-Event Review  not viewable by applicant

Comments and Files:



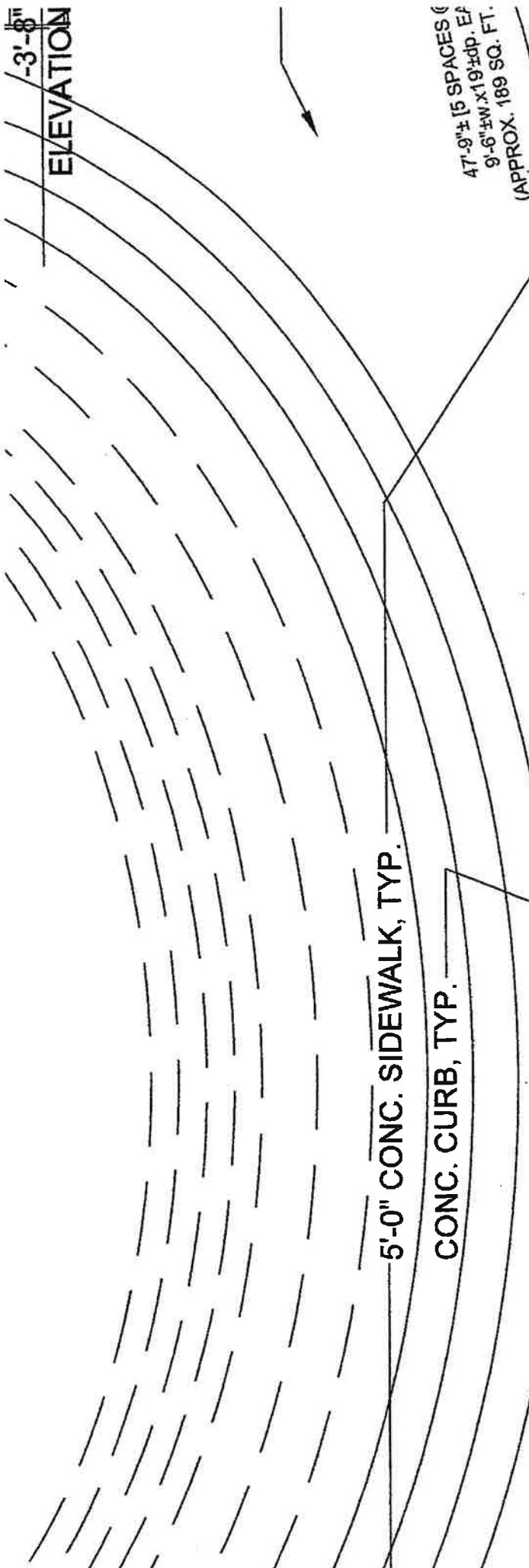
^ Internal Notes - not viewable by Applicant

 Permit Coordinator /  Dec 04, 2025 10:18 AM

Ready for Invoice, shift to "Under Review" once paid.

Peter, Permit Coordinator

-3'-8"
ELEVATION



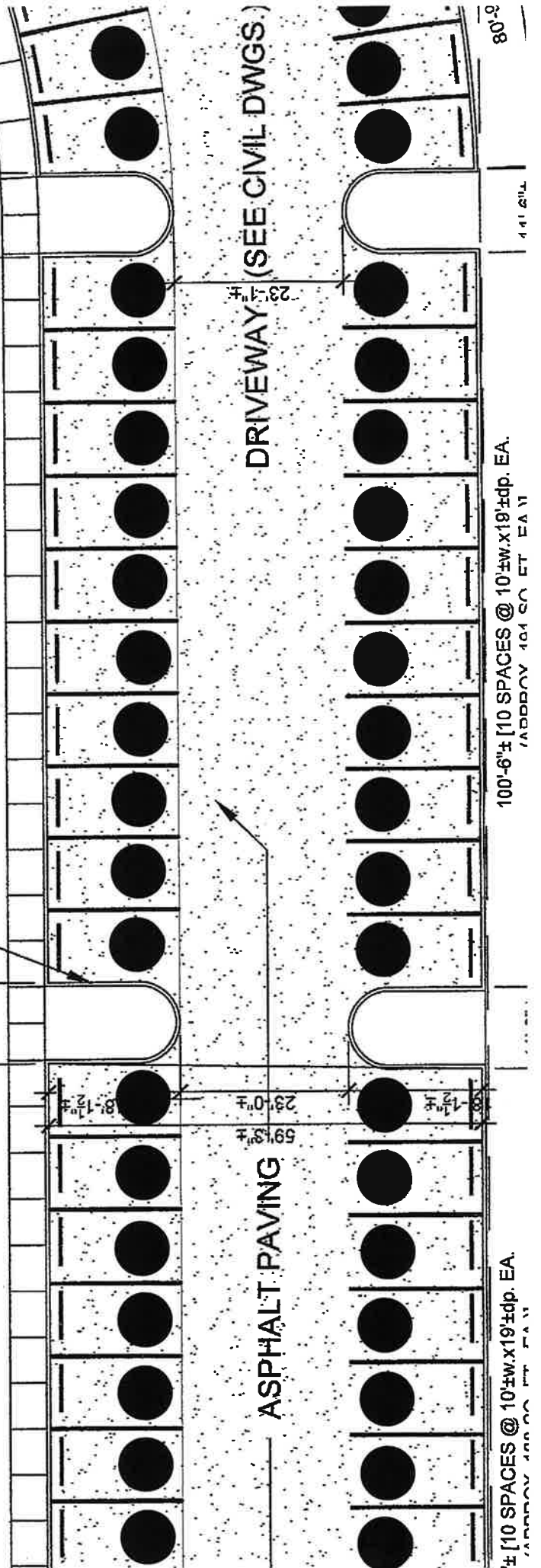
5'-0" CONC. SIDEWALK, TYP.

CONC. CURB, TYP.

47'-9"± [5 SPACES @
9'-6"±w.x19'±dp. EA.
(APPROX. 189 SQ. FT.)

99'-6"± [10 SPACES @ 10'±w.x19'±dp. EA.
(APPROX. 189 SQ. FT., EA.)]

11'-0"±



DRIVEWAY (SEE CIVIL DWGS.)

ASPHALT PAVING

11'-0"±

11'-0"±

47'-9"±

99'-6"±

100'-6"±

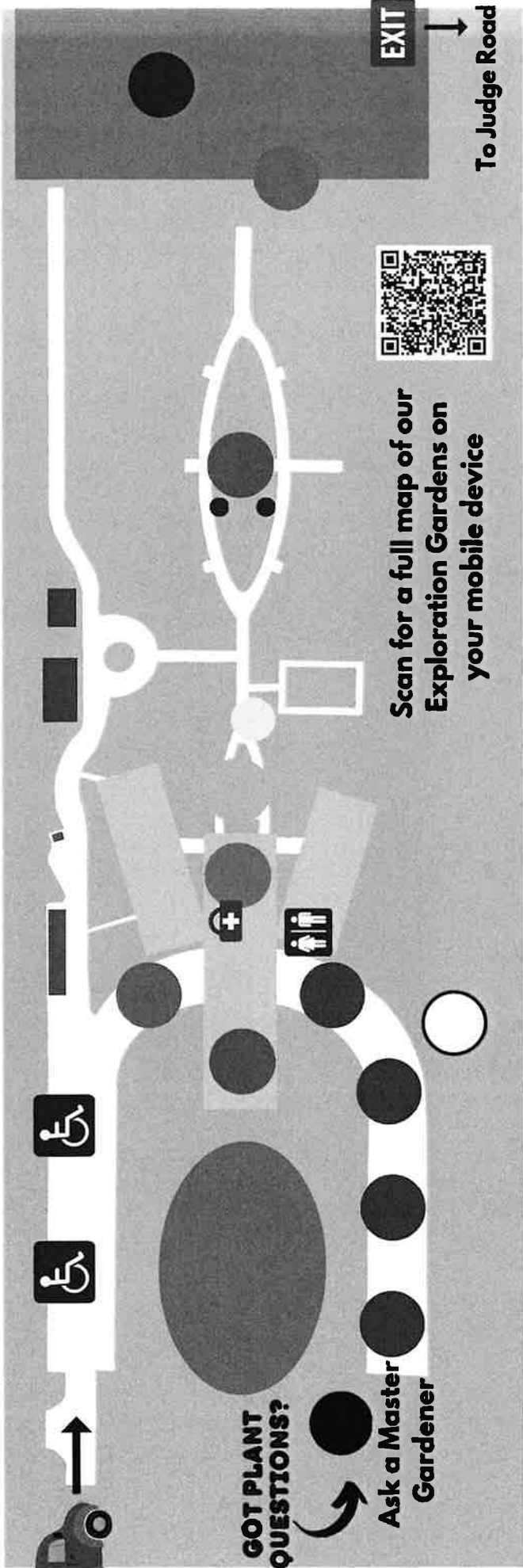
100'-6"± [10 SPACES @ 10'±w.x19'±dp. EA.
(APPROX. 189 SQ. FT., EA.)]








100'-6"± [10 SPACES @ 10'±w.x19'±dp. EA.
(APPROX. 189 SQ. FT., EA.)]






4'-11"±

80'-0"

MAP



-  Live Demonstrations
-  Raffle
-  Food Trucks
-  Auditorium
-  Main Vendor Area
-  Plant Drop Off
-  Mobile Plant Clinic

-  Main Parking
-  Plant Pick Up
-  Kids' Zone
-  Garden Guides/Ask a Master Gardener
-  Non-Profit Organizations

-  Handicap Parking
-  Restrooms
-  First Aid

FESTIVAL INFORMATION
 UFIFAS Extension Orange County
 6021 S. Conway Road, Orlando, FL 32812
 March 1, 2025 | 8:30 AM - 3:00 PM

Service Animals Only