

## **PERMIT PROCEDURES FOR OUTDOOR PUBLIC ASSEMBLY**

**Central Florida Tourism Oversight District  
1900 Hotel Plaza Blvd., Lake Buena Vista, FL 32830  
Ordinance 104 – Lake Buena Vista**

1. Complete Outdoor Public Assembly Permit Application. Paperwork needs to be submitted at least 15 days before the event.
2. After completion of paperwork, secure application for Right-of-Way Permit from Sandy Morales, Planning & Engineering Department, 407-828-2250. Located at CFTOD Fire Station #4, 1<sup>st</sup> floor, 1920 East Buena Vista Drive.
3. Bring completed paperwork and Right-of-Way permit to City Clerk, Erin O'Donnell 407-828-3548 located on 4<sup>th</sup> floor of the Administration building or by email at [eodonnell@rcid.org](mailto:eodonnell@rcid.org). Central Florida Tourism Oversight District, 1900 Hotel Plaza Blvd. Lake Buena Vista, FL 32830.
4. A refundable deposit of \$1,000 needs to be paid via cashier's check or credit card (\$1,000 for each permit requested). Credit card payments can be made through our Building & Safety Department located on the 1<sup>st</sup> floor or by calling 407-828-2034. This amount is to cover any damages which may occur during event. If no damages are noted, payment will be returned in the manner in which it was paid.
5. City Manager needs to approve permit.
6. If approved, applicant must keep their copy of permit with them at all times during the event.