



## Miami-Dade County Miami-Dade Police Department



### Application for Police Approval and Permit Mobile Food Services Operations Special Event (MOFSE)

**NOTICE TO APPLICANT and INSTRUCTIONS:** Three (3) copies of all Forms, including Preliminary Authorization Review from the Miami-Dade County (MDC) Department of Planning and Zoning (DPZ), and the below listed (1-3, a-c) application supplements must accompany each application in order to be considered for Review and Approval by Miami-Dade Police Department (MDPD) at the appropriate MDPD District.

1. Detailed Narrative plan describing the plan/purposes of this special event and including the scheduled starting date, the scheduled day of the week or weekend (if in a series, i.e. every Monday); the scheduled hours of operation; and an accurate estimate of the public attendance on an ongoing basis.
2. Notarized letter, including the Property Owner's full name, address, and emergency contact information, approving the use of the property for the site location and parking locations.
3. Site Plan (To include, but not limited to: number and maximum number of individual Food Service Vehicles and Placement, lighting, traffic and parking safety plans and maps, security plans, tents/tables, Restroom & Sanitary Facilities).
  - a. Traffic Safety Plan (map Including, but not limited to Ingress and Egress Points for all pedestrians, vehicles, and emergency vehicles, roadways, rights of way, traffic signals, pedestrian rights of way including crosswalks and sidewalks, parking locations; and security plans for maintaining the normal flow of traffic on adjacent roadways; any temporary road closures must be approved by the Departments of Public Works, Fire, and Police).
  - b. Parking Safety, Sufficiency, and Security Plan for all on-site and off-site parking (including required notarized approvals by owners of all planned parking areas; parking control personnel; access to site for pedestrians shall include appropriate marked crosswalks and traffic/pedestrian traffic signals)
  - c. Plans for Security and/or Off-Duty Police Personnel (Number, locations, and responsibilities) to provide for the Public Safety and Traffic Controls.

All applications must be submitted for approval at least seven (7) Business Days (M-F) prior to the scheduled event and/or starting date for the series of scheduled events. Significant changes to the site plan or security plan and scheduled days and hours of operation, including cancellations, shall be submitted to the appropriate MDPD District Station for approval within 72 hours of the next scheduled event at the location.

In accordance with Miami-Dade County Code, Chapter 33, Sections 33-1, 33-13, the below listed Applicant (Coordinator) and/or Property Owner request, in conjunction with the application for issuance of the site Certificate of Use by the Miami-Dade County (MDC) Planning and Zoning Department (DPZ), MDPD Police Approval and Permit for the below described Mobile Food Services Operations Special Event (or series of events) at the site address below and as described in the site plan attached:

Application for Police Approval and Permit  
 Mobile Food Services Operations Special Event (MOFSE)  
 Page 2 of 5

Date: \_\_\_\_\_

Site Address & Folio #: \_\_\_\_\_

MDPD Police District:\* \_\_\_\_\_

*Appropriate MDPD District information may be obtained at:	<a href="http://gisims2.miamidade.gov/Cservices/CSReport.asp">http://gisims2.miamidade.gov/Cservices/CSReport.asp</a> <a href="http://www.miamidade.gov/mdpd/Police_Services.asp">http://www.miamidade.gov/mdpd/Police_Services.asp</a> or by calling 311
--	---

Full Name Of Applicant/Coordinator:	
-------------------------------------	--

Name of Business Applicant:	
-----------------------------	--

Date of Birth:		Sex:		Race:	
----------------	--	------	--	-------	--

Photo Identification (Type & Number):	
---------------------------------------	--

Home Address:		City:		State:	
		Zip Code:			

Business Address:		City:		State:	
		Zip Code:			

Telephone Numbers:	Home:		Office:	
	Cellular:		Fax:	

E-mail Address:	
-----------------	--

Property Owner(s) Name:	
-------------------------	--

Property Owner(s) Address:		City:		State:	
		Zip Code:			

Property Owner(s) Telephone Numbers:	Home:		Office:	
	Cellular:		Fax:	



Application for Police Approval and Permit  
 Mobile Food Services Operations Special Event (MOFSE)  
 Page 3 of 5

The Applicant/Coordinator, hereby certifies that he/she is acting in full authority and on behalf of the Property Owner and all individual mobile food service businesses, employees, and persons participating now or in the future with this Mobile Food Services Operations Special Event (MOFSE) at this location, and agrees to conduct this Mobile Food Service Operation(s) Special Event(s) in full compliance with Chapter 33 of the Code of Miami-Dade County Florida and with all applicable local, state, federal laws, statutes, and Codes, including, but not limited to, those herein referred to. Additionally, the applicant, on behalf of all relevant parties, agrees to manage or coordinate (or advise of others designated, along with their contact information) each event accordingly at this listed location, and communicate, cooperate and consider implementing any MDPD recommendations, including, but not limited to, those in the attached Recommendations/Guidelines list on an ongoing basis.

The Applicant or his duly authorized agent, by affixing his signature below, acknowledges that he/she has read all pages in this application document, understands the responsibilities, and agrees to comply with all relevant requirements to provide for the Public Health, Safety, and Welfare. Further, I, the undersigned, certify that all of the statements made by me on this application are complete and correct, and that any deviation, omission, or false statements on this application will be basis for revocation of the Certificate of Use License (By the Director of the Miami-Dade Planning and Zoning Department or for recommendation by the Director of Miami-Dade Police Department for the same) and permit and/or criminal prosecution. Under penalties of perjury, I declare that I have read the foregoing and the facts stated in it are true.

Signature & Print Name	Date
------------------------	------

Witnessed/Processed by MDPD: \_\_\_\_\_ Date: \_\_\_\_\_

After reviewing this request for MDPD clearance, it is recommended that this application/Site for Mobile Food Service Operations and/or Special Event or series of events (No more than one day per week and at the hours specified in the Miami-Dade County Code, Chapter 33, Section 33-13) be:

**APPROVED**

**DATE**

**DISAPPROVED**

\_\_\_\_\_, Major  
 \_\_\_\_\_  
 \_\_\_\_\_, MDPD District

\_\_\_\_\_

\_\_\_\_\_, Major  
 \_\_\_\_\_  
 \_\_\_\_\_, MDPD District

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



### **RECOMMENDATIONS/GUIDELINES**

Recommendations/Guidelines, including, but not limited to, the following are provided to help insure the Public Health, Safety, and Welfare and the enjoyment for all Owners, Partners, participants, visitors, and citizens in the community in the general vicinity of the site of this Mobile Food Services Operations Special Event or series of Special Events:

1. Events should not be scheduled/held until the site Certificate of Use is issued by DPZ, approval is obtained by all necessary County and State Officials, and the appropriate public safety, traffic, parking, and security precautions and personnel are provided for.
2. If the applicants and property owners have determined that they will utilize MDPD for Off-Regular Duty Police Services for compliance with their security plan and to provide sufficient security personnel to provide for the public health, safety, and welfare, they must comply with all the Permit Application Requirements (Attached) and submit the completed application and obtain MDPD approval also for it. No events should proceed without sufficient private or Off-Duty Law Enforcement personnel. Please be advised that the requirements of the On-Duty personnel and the MDPD District or Department shall prevail and Officers may not be available at any time for Off-Duty services in the event of an emergency or other Departmentally Required responsibilities. All efforts will be made to notify the applicant of this, but it is the Owners/applicants' responsibility to provide contingency plans for this if Off-Duty personnel are not available.
3. If any of the Food Trucks or others concerned with this Mobil Food Service Operation propose to play, broadcast, or transmit music or other loud sounds that may be disturbing to the surrounding neighbors, the MDPD "Application for Public Music-Broadcast Permit" (attached) must be included and approved as part of this MDPD Approval and Permit application. The MDC Noise Ordinance 21-28 shall govern. If music/entertainment is approved and results in complaints from the surrounding community, it shall be lowered and/or ceased upon request of the citizens, organizers, or MDPD.
4. While alcohol sales are not permitted, use, possession (except for cooking purposes), and consumption would not be recommended and any such activities shall be in compliance with Florida's Alcoholic Beverage Laws and Miami-Dade County Code regarding such sales or consumption in conjunction with restaurants, including the recommended requirement that no consumption should be taking place without the sale and consumption of food products.
5. If Sale and/or Consumption of Alcoholic Beverages are allowed under state or local law, no such possession or consumption shall take place within 100 feet of the location of an establishment licensed to sell alcoholic beverages.
6. The site and the individual Mobile Vehicles and copies of County and State licenses of the site of the Mobile Food Service Operation and each of the individual Mobile Food Service Operations participating shall be subject to inspection by County, State, and Federal officials, including, but not limited to Fire, Health, Planning and Zoning, Police, and Department of Business and Professional Regulation officials. The names and identifying information of all persons employed or affiliated with the Applicant/Coordinator and Mobile Food Service Operations and Special Event will be provided to the Director of Miami-Dade Police Department and/or designees, Miami-Dade County, Florida if and when requested.



7. Please be advised that in any emergency situation (including impending hurricanes, States of County Emergency, incidents at the site, or lack of compliance with Site Plans, application Submissions, Hours of Operation, and Security Needs, and any situation which jeopardizes/compromises the Public Health, Safety, and Welfare, the MDPD and/or County Approval may be withdrawn (including on site notification by MDPD Supervisor or Officer) and all operations at the site must cease and/or postpone/cancel any future events until such time as approval is rendered again.
8. There shall be no sale, possession, or use of illegal narcotics.
9. In the event of an incident that may be threatening to the public health, safety, or welfare, the Operation and all individual Food Vendor operators, at the direction of police officials, must cease operations and conduct themselves in a manner as required by police officials on the scene.
10. The approving authorities shall have the discretion and right to disapprove the application if the location is located on or in close proximity to any establishment that sells alcoholic beverages, including nightclubs, adult entertainment clubs or adult bookstores, convenience stores if, in the opinion of the approving authority, there may be a threat to the public health, safety, and welfare.
11. No Weapons, including firearms, shall be possessed on or in vicinity of the location by any persons, including the coordinator or food service operators, employees, or representatives, unless they are duly licensed to act as Professional Uniformed Security Guards or Law Enforcement Officers under Federal, State, and Local laws, statutes, codes and/or have appropriate concealed weapon licenses.
12. All Security Personnel shall be clearly identified in uniform and have all applicable State of Florida Licenses on their person at all times, including Gun Permits, Class D Licenses, Photo Identifications, etc.
13. The Nuisance Abatement Ordinance shall apply to the site location and the Mobile Food Service Operation.
14. Any and all trash shall be picked up during and immediately after each event. Failure to properly pick up and dispose of all trash may subject the operators to fines and/or arrest for littering or illegal dumping.
15. Current restrictions regarding Selling, serving, vending in public rights of way near schools (21-27.1), public parks (21-27.2), and Miami-Dade Public Housing shall apply. Any application for inside a public park shall be subject to park permission as well as MDPD.

Instructions:  
PRINT (Black Ink) or TYPE

**MIAMI-DADE POLICE DEPARTMENT**  
**MIAMI-DADE COUNTY, FLORIDA**  
**APPLICATION FOR PUBLIC MUSIC—BROADCAST PERMIT**

**NOTICE TO APPLICANT:** All applications directed to this department for consideration and action shall be submitted to reach this office five (5) working days prior to the date of any projected playing, broadcasting or transmitting of music in such a manner as would reasonably be calculated to attract a crowd or cause numbers of persons to congregate in or on any open space. This permit is required pursuant to Section 21-28.1 of the Code of Miami-Dade County, Florida, enacted July 17, 1980.

Filing Date: \_\_\_\_\_

Application is hereby made by \_\_\_\_\_  
(NAME OF INDIVIDUAL OR ORGANIZATION)

\_\_\_\_\_  
(STREET ADDRESS) (CITY) (STATE) (ZIP CODE)

for a permit to conduct or operate a Public Music or Broadcast Event on \_\_\_\_\_, 20\_\_\_\_

at \_\_\_\_\_ between

the hours of \_\_\_\_\_ and \_\_\_\_\_ (no longer than six (6) hours total and not later than 11 PM).

There will be a total of \_\_\_\_\_ staff personnel and \_\_\_\_\_ patrons in attendance.

The applicant represents that the purpose of this Public Music/Broadcast Event, for which this permit is sought, is as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The person in charge of this Public Music/Broadcast Event, who will be present on the premises, is

\_\_\_\_\_  
(NAME) (DATE OF BIRTH)

\_\_\_\_\_  
(ADDRESS) (TELEPHONE NUMBER)

The names of all persons employed by or affiliated with the enterprise will be provided to the Director, Miami-Dade Police Department, Miami-Dade County, Florida, if and when requested.

The applicant or his duly authorized agent, by affixing his signature to this request, certifies that all of the statements made by him on this application are complete and correct, and that any deviation, omission or false statements will be the basis for revocation of permit and/or criminal prosecution. Applicant further agrees to comply with all applicable State and Miami-Dade County laws and regulations upon penalty of revocation, criminal prosecution, or both.



Applicant further agrees that said event will not constitute a threat to the public safety, constitute a danger or impediment to the normal flow of traffic or constitute a potential disturbance of the peace and quiet of persons outside the perimeter where the event is located.

I have read and understand all the foregoing statements and information.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA AT LARGE

\_\_\_\_\_  
APPLICANT—TYPED NAME

S E A L

\_\_\_\_\_  
APPLICANT—SIGNATURE      Date

MY COMMISSION EXPIRES:

\_\_\_\_\_

Date Received: \_\_\_\_\_

Processed By: \_\_\_\_\_

DISTRICT OR MUNICIPAL POLICE NOTIFICATION:

\_\_\_\_\_  
PERSON NOTIFIED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BY WHOM

PARK AND RECREATION DEPARTMENT NOTIFICATION:

\_\_\_\_\_  
PERSON NOTIFIED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BY WHOM

SPECIAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DISAPPROVAL

PERMIT NUMBER:

\_\_\_\_\_

DIRECTOR, MIAMI-DADE POLICE DEPARTMENT  
MIAMI-DADE COUNTY, FLORIDA

BY: \_\_\_\_\_

DISTRIBUTION: Original—Applicant; Copies to: Affected District Commander; Commander, Communications; Public Info Officer; Traffic and Transportation (if necessary); Park and Recreation Department; Other (specify):

\_\_\_\_\_



**MIAMI-DADE POLICE DEPARTMENT  
BUDGET, PLANNING AND RESOURCE MANAGEMENT BUREAU  
9105 N.W. 25TH STREET  
MIAMI, FLORIDA 33172**

**OFF-REGULAR-DUTY POLICE SERVICE PERMIT APPLICATION**

Temporary

Permanent

The MIAMI-DADE POLICE DEPARTMENT, is NOT obligated to provide Off-Regular-Duty Police Service. A permit will not be issued to any person, firm, or organization whose officers, members, business, or operations are questionable or for any event that will discredit the employee or Department.

It is understood that, notwithstanding the fact that the permit holder will reimburse Miami-Dade County for the services rendered, the police personnel remain employees of the Miami-Dade Police Department. The applicant is restricted to the general assignment of duties to be performed and has no authority over the police personnel.

It is further understood by all parties that a police officer performing off-regular-duty service who takes police action falling within the purview, or on the permit holder's premises, shall remain in an off-regular-duty service status for the duration of time it takes to complete the processing of such action. Any time beyond that originally contracted for which is used to complete the processing of the police action shall be paid for by the permit holder. However, an officer taking police action outside the purview of the permit, or off the permit holder's premises, will revert to an on-duty status.

All compensation due for permanent permits will be paid in check or money order form, payable to the Board of County Commissioners, and forwarded to the Miami-Dade Finance Department, Credit & Collection Section—Off-Duty Police, 111 N.W. 1 Street, Suite 2630, Miami, FL 33128-1980. Payment is due upon receipt of Off-Regular-Duty Police Services invoice. Accounts (30) days in arrears will be subject to finance charges at the maximum legal rate.

Compensation for temporary permits must be paid upon request of service. Payments must be by certified check, money order, travelers check, cashiers check, or cash. Certified check, money order, travelers check, and cashiers check payments must be payable to Miami-Dade Police Department.

Any compensation over and above the rate established by ordinance is prohibited.

DATE: \_\_\_\_\_ FEDERAL TAX ID NO.: \_\_\_\_\_

APPLICANT/BUSINESS NAME: \_\_\_\_\_  
(Business or Organization)

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**NAME OF AUTHORIZED AGENT REQUESTING PERMIT:**

\_\_\_\_\_  
(First) (Middle) (Last)

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
(MO.-DAY-YR.)

HOME ADDRESS: \_\_\_\_\_ HOME PHONE (\_\_\_\_\_) \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Is requesting to engage the services of Off-Regular-Duty Police Personnel of the Miami-Dade County, Miami-Dade Police Department, for police services that are in addition to those provided generally to the public.

PERIOD OF EMPLOYMENT: BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

HOURS TO BE WORKED: \_\_\_\_\_ Hrs. From \_\_\_\_\_ To \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_



SPECIFIC LOCATION OF POLICE SERVICE: \_\_\_\_\_

SPECIFIC SERVICE TO BE PERFORMED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other Equipment Requested: No \_\_\_\_\_ Yes \_\_\_\_\_

- Motorcycle       Marked Police Vehicle       Horse and Trailer       Helicopter
- Airplane       Canine       Air Fills       All Terrain Vehicle

Additional Concerns: \_\_\_\_\_

Number of Police Personnel Required: Supervisor \_\_\_\_\_ Officers \_\_\_\_\_ Motorcycle Officers \_\_\_\_\_

Additional Permits (If Required) STATE NO. \_\_\_\_\_ COUNTY NO. \_\_\_\_\_

A permit holder may relinquish his permit at any time. However, in the event of such relinquishing, the permit holder shall be required to pay a reasonable compensation for all expenses incurred to provide the services authorized by the permit. The permit holder will be assessed a 3-hour minimum rate for each hiree.

A credit report will be conducted to establish if the applicant's credit history meets the Department's requirements.

THIS PERMIT MAY BE CANCELED BY THE DIRECTOR OF THE MIAMI-DADE POLICE DEPARTMENT, OR HIS AGENT, AT ANY TIME WITH OR WITHOUT CAUSE. THE PERMANENT PERMIT WILL BE REVIEWED ANNUALLY.

I HAVE READ AND UNDERSTAND THE PROVISIONS OF THIS APPLICATION AND WILL ACT IN FULL COMPLIANCE WITH THEM.

\_\_\_\_\_  
Signature of Permit Holder/Agent

\_\_\_\_\_  
Occupation - Name of Business

\_\_\_\_\_  
Business Telephone Number

\_\_\_\_\_  
Witness

AFTER INVESTIGATING THIS REQUEST, IT IS RESPECTFULLY RECOMMENDED THAT THIS APPLICATION BE:

APPROVED

DATE

DISAPPROVED

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Supervisor

-----  
PERMIT NO.: \_\_\_\_\_ VALID WHEN ISSUED.

ORIGINATOR: \_\_\_\_\_

Please fax information back to 305-372-6064. You may also call to advise Judy or Ellen that you will be faxing this information to their attention. When approval has been granted, you will receive a signed copy from our Public Works Department either by mail or fax. You are then to obtain the signatures from the listed Police Department within your jurisdiction which is listed on the form and the Fire Department which is indicated by the letter X.

(Additional Provisions are listed on the bottom portion of the Form)

### TEMPORARY ROAD CLOSING (BLOCK PARTY) PERMIT

I, \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address \_\_\_\_\_ desire to block off \_\_\_\_\_

between \_\_\_\_\_

On \_\_\_\_\_ during the hours of \_\_\_\_\_

Signed by: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Joan Shen, Assistant Chief  
Traffic Engineering Division  
Date: \_\_\_\_\_

\_\_\_\_\_  
Miami-Dade Police Department  
Date: \_\_\_\_\_

( ) Chief, Suppression Division  
Miami-Dade Fire Dept.  
9300 NW 41 Street

( ) Chief, Division 1  
Miami-Dade Fire Dept.  
2270 NE 186 Street

( ) Chief, Division 3  
Miami-Dade Fire Dept.  
10850 SW 211 Street

#### PROVISION OF PERMIT

1. This permit is not valid without the written approval (signatures on the permit) of the Police and Fire Departments.
2. Block Party road closing is not permitted between 11:00 p.m. and 7:00 a.m.
3. The street must be completely barricaded with adequate flashers. Barricades rental contract or receipt is required by M.D.P.D.
4. The Permit must be submitted to the Chief of the Fire Department and the Captain of the Miami-Dade Police Department listed on the permit. Please note that the Police Department requires at least 5 working days advance notice.
5. If the noise level or attendees' conduct becomes objectionable to the area residents, the Miami-Dade Police Department may terminate the event, at their sole discretion.
6. Permittee shall bear all responsibility for any damages in the public right-of-way and clean up the right-of-way following the event.
7. The sale of merchandise or service is expressly forbidden in the public right-of-way.

cc: Bob Pearsall, MDT



Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: **TEMPORARY ROAD CLOSING**

Dear \_\_\_\_\_:

Enclosed please find the original and three (3) copies of the subject permit for your processing to block-off the requested roadway.

This letter is to advise you to sign all enclosed permits and return an executed copy to our office. Please read the provisions of this permit for which you are responsible. You are to submit all permits to the Police and Fire Department locations listed in your permit. Upon approval, each Department will sign the original permit, keep a copy, and return the remaining permits to you. The signed original is your permit to retain and have available on your event.

Please feel free to contact this office at (305) 375-2030, if you have further questions.

Sincerely,

Joan Shen, Ph.D., P.E., PTOE  
Assistant Chief  
Traffic Engineering Division

Enclosures