



**RECEIVED**

By Seida Feliu at 8:37 am, Mar 14, 2025

## City of Doral Special Event Permit Application Packet

What is considered a special event?

Special events are concerts, festivals, races, walks, circuses, carnivals, shows, exhibitions, grand opening promotions, concerts, and other similar activities or gatherings taking place in City venues or privately owned property, whether operated partially or totally indoors, outdoors, on stage, under tents or with the use of temporary buildings or structures, to which members of the general public are invited as participants or spectators. Special events shall not be permitted to be located or operated in the City except as provided in this article.

For demonstrations and assemblies, please contact the Police Department at 305-593-6699.

### What you should know:

Please contact the planning and zoning department at [pzspecialevents@cityofdoral.com](mailto:pzspecialevents@cityofdoral.com) for a brief pre-application meeting.

Special events that require city council approval:

- Events expecting 400 or more participants
- Events longer than three (3) consecutive days
- Events held on City property
- Events with significant impact on city services, impact on traffic, parking, noise, etc.
- Event application submitted less than 45 days prior to the event.

### Fees

- \$350.00 plus \$15.00 technology fee
- Between 89 days - 60 days additional \$200.00
- Between 59 days - 45 days additional \$400.00
- Less than 45 days prior to the event \$1,000.00 fee and requires City Council approval

Please contact the **Building Department at 305-593-6700** for information about required building permits.

Permits Required for:

- Tents larger than 10 x 10
- Generators larger than 10 kw
- Stage
- Portable toilets

Exceptions to the special events regulations:

- A minor special activity, on private property which is defined as special event and is self-contained that has a total attendance of less than 100 persons, has a limited impact on traffic, parking and noise in surrounding neighborhoods, and does not alter the use, occupancy, occupant load, or facility count of the facility proposed to be used.
- Corporate events located on business premises that does not require any city services. The sponsor of the proposed special activity shall submit all details of such proposed activity to the planning and zoning department at least 30 days in advance of the event.
- Events by a self-insured governmental entity.
- Outdoor retail events in which the owner or lessee of the property used for a retail use is selling his/her/its merchandise on site may be exempt from the provisions of this article, provided that: such an outdoor retail event is contained wholly on the retail property (shall not occupy public sidewalks, rights-of-way, or property or other private property); event areas may not occupy any required parking spaces; four feet of clear passage is maintained in any occupied private sidewalks; adequate sanitary facilities are available in the subject retail business to accommodate patrons.

**Submittal Requirements**

- Special event permit application
- Fee (please see above fees information)
- Hold harmless letter
- Site plan with details required by section 35-48(7) of the city's code.
- Owner's letter of approval, if applicable.
- Certificate of Insurance (the applicant shall provide a certificate of insurance satisfactory to the city manager or designee, such insurance to be comprehensive general liability insurance in a minimum amount as may be determined by the city's risk management division, naming the city as an additional insured)
- Copy of State of Florida Division of Alcoholic Beverages & Tobacco permit or copy of current DBPR license, if selling alcoholic beverages.
- Parking plan identifying the location of vendor parking, volunteer parking, and guest parking (traffic circulation plan).
- Details regarding whether a road closure will be requested including, the proposed road area, proposed use of closure area, and proposed closure hours.

I hereby acknowledge that all required permits should be approved before the opening of this event and fees due should be paid no later than fourteen (14) days prior to this event.

  
\_\_\_\_\_  
Applicant's Signature

03/11/2025  
\_\_\_\_\_  
Date



City of Doral  
Planning & Zoning Department  
8401 NW 53 Terrace  
Doral, FL 33166  
Phone: (305) 593-6630

Location Type  
Public Property ☐ Private Property ☐

### Special Event Permit Application

Special Event Name: Sanse Doral 2026

Event Organizer: Melinda Cobian Event Address: 3105 NW 107th Ave Doral FL 33172

Dates: From: 01/31/2026 To: 01/31/2026

Event Hours: From: 10 am (am/pm) To: 12 AM (am/pm) Estimated Attendance: 4000

### Applicant Information

Applicant's Name: Melinda Cobian Title: Owner

Applicant's Address: 3105 NW 107th Ave

City: Doral State: Florida Zip Code: 33172

Phone: 7863291704 Email: sansedoral@gmail.com

### Promoter/Company Information

Organizer's Name: Rosana Cantillo

Organizer's Address: 9845 NW 25th Terr City: Doral State: FL

Telephone: 7869756952 Email: sansedoral@gmail.com



## General Event Information

### TYPE OF EVENT:

Grand Opening ☐ Parade ☐ 5K Run/Walk ☐ Corporate/Business ☐

Groundbreaking/New Project ☐ Athletic/Sports ☐ Holiday Themed ☐

Store Anniversary ☐

Other (specify): Carnival

### SPECIAL CONSIDERATIONS:

Animals ☐ Cooking ☒ Alcoholic Beverages ☒ Road Closures ☐ Firework ☐

Food Trucks ☒

Other (specify): \_\_\_\_\_

### EVENT DESCRIPTION:

The San Sebastián Street Festival, or "Fiesta de San Sebastián" is one of Puerto Rico's most vibrant and celebrated

Cultural Events. Held Annually in January in the historic district of Old San Juan, this festival honors Saint Sebastian, the patron saint of the city. The festivities transform the streets into a lovely atmosphere filled with music, dance, art and delicious local cuisine.

### PURPOSE OF EVENT:

The purpose of the Sanse Doral 2026 event is to support Puerto Rican culture on American soil and to assist the Field of Joy Foundation, which promotes mental health education for children and youth in Puerto Rico.

Period of requested use (including set-up/ tear-down and clean-up time):

From: 01/30/2026 To: 01/31/2026

Yes No

☒ ☐ Is this event open to the general public?

☐ ☒ Will there be an admission fee? If yes, please provide amount(s):

☒ ☐ Will alcoholic beverages be served? Type Beer and Wine Price \$5

☒ ☐ Will you have music? Live ☒ Recorded: ☐

☐ ☒ Will there be on-site registration?

☒ ☐ Will there be sponsors or vendors on-site? If yes, please list the below:

## Special Event Budget

### Detailed Revenue

Source	Price	Total Amount of Income
Sales	\$5	\$65000
Total Revenue		\$65000

### Detailed Expenditures

Item	Total Amount of Expense
Stage, Audio and Lighting	\$50000
Portables Bathroom Rental	\$8000
Total Expenses	
Net Income Expected	\$58000

## Outdoor Event History

List any events sponsored by your organization and where they were held. Please include, the event name, date, total attendance, and any incidents during the event (if any).

1. Sanse Doral 2025  


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2. No incidents  


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3. 5000  


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## Building Department

Will your event require tents? Yes ☒ No ☐ Size: 10x10 Quantity: 30

Will your event require a stage, or platform? Yes ☒ No ☐ Size: 480 SF Quantity: 1

Other temporary structure(s)? Please, explain:

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## Electrical Trade

Will a generator be used? Yes ☒ No ☐ Size (Watts): 63 Quantity: 1

Will light towers be used? Yes ☒ No ☐ Quantity: 3

Any other electrical need(s) not specified? Yes ☐ No ☒

Please, explain: 

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## Plumbing Trade

What type of restroom facilities will be provided? Existing Building ☐ Portable Toilets ☒

What is the distance of the path to the restrooms nearest the main event? 2 (ft.)

**Public Works Department**  
**Traffic Impact Initial Review**

Will your event involve any partial or complete road/lane closures? Yes ☒ No ☐  
if yes, please provide additional information below.

Will your event involve any partial or complete sidewalk closures? Yes ☒ No ☐

Proposed event will occupy: One lane ☐ Two Lanes ☐ Half Street ☐ Full Street ☒

Street name 3105 Street

From 107th Ave To 105th Ave

Beginning Date: 01/31/2026 Time: 10 am

Ending Date: 01/31/2026 Time: 12 am

2<sup>nd</sup> Street name \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Time: \_\_\_\_\_

Ending Date: \_\_\_\_\_ Time: \_\_\_\_\_

3<sup>rd</sup> Street name \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Time: \_\_\_\_\_

Ending Date: \_\_\_\_\_ Time: \_\_\_\_\_

*You may be required to hire off-duty police officers for traffic control and ensure the safety of participants and/or spectators. Emergency vehicles must have access without delay.*



Applicant's Signature

03/11/2025

Date

**\*\*THIS IS ONLY A TEMPLATE. MUST PREPARE DOCUMENT ON COMPANY LETTERHEAD\*\***

(COMPANY/FOUNDATION LETTERHEAD HERE)

### Hold Harmless Letter Template

I (We) agree to hold The City of Doral, its agent and authorized personnel harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from damage and/or personal injury that should occur on the premises.

Melinda Cobian  
(Authorized personnel printed name)

  
(Authorized personnel signature)

03/11/2025  
Date





I, Ronny Ramirez Rx Corp agrees to hold The City of Doral, its agent and authorized personnel harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from damage and/or personal injury that should occur on the premises.

  
Ronny Ramirez

  
Melinda Cobian

# Map Sanse Doral 2026







Cano Health



Sn

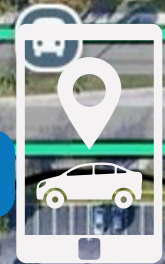


CANO HEALTH

NW 107th Ave

NW 33rd St

DROP OFF



VALET ELEMENT

NW 105th Ave



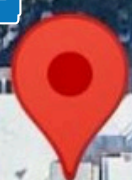
WXYZ

Lounge



VALET ALOFT

NW 31st Terrace



La Terraza Organic  
Restaurant-Doral  
Dogs allowed



Flytec Computers  
Electronics store