

CodinaPartners

March 2, 2026

Dear City of Doral Administration,

On behalf of Downtown Doral, I am writing to express our intent to temporarily close NW 53rd Street from NW 87th Avenue to NW 79th Avenue beginning at 9:30 a.m. through 11:30 a.m. on March 16, 2026.

This temporary closure is requested to accommodate a celebratory parade honoring the Downtown Doral Charter Schools Dolphins Soccer Team, who recently earned the distinction of National Champions for their division. The parade itself will take place from 9:30 a.m. to 11:30 a.m. on March 16, 2026, and will consist primarily of participants on foot, along with a limited number of vehicles for coordination and ceremonial purposes. The purpose of this event is to recognize the extraordinary achievement of these student athletes and to provide an opportunity for the entire Doral community to come together in support and celebration. We anticipate a strong turnout of families, students, faculty, and residents who are eager to show their pride and enthusiasm for the team's accomplishment.

We will coordinate closely with the City to ensure all safety protocols, traffic control measures, and logistical requirements are met. Our team is committed to minimizing disruption and ensuring a safe, organized, and successful event.

We appreciate your consideration of this request and look forward to working collaboratively to make this celebration a memorable moment for the entire community.

Sincerely,



Lee Casey
Vice President, Marketing
Codina Partners





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 pzspeialevents@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

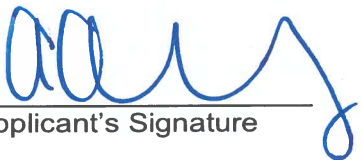
Exceptions to the special events regulations:

- 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 to the opening of this event and fees due should be paid no later than fourteen (14) days prior to this event.


Applicant's Signature


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: DDCUS National Soccer Champions Parade
Event Organizer: Codina Management Event Address: 8551 NW 53rd Street, Doral, FL 33160
Dates: From: 3/16/2026 To: 3/16/2026
Event Hours: From: 9:30 (am/pm) To: 11:30 (am/pm) Estimated Attendance: 500

↳ Staging → 9:30 - 10:00 am Breakdown/Clean-up → 11:00 am - 11:30 am
Event → 10:00 - 11:00 am

Applicant Information

Applicant's Name: Antuanet Alvarez Title: Authorized Representative
Applicant's Address: 2020 Salzedo Street, 5th Floor
City: Coral Gables State: FL Zip Code: 33134
Phone: 305-529-1300 Email: aalvarez@codina.com

Promoter/Company Information

Organizer's Name: Codina Management
Organizer's Address: 2020 Salzedo Street City: Coral Gables State: FL, 33134
Telephone: 305-529-1314 Email: lcasey@codina.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): _____

SPECIAL CONSIDERATIONS:

- Animals ☐ Cooking ☐ Alcoholic Beverages ☐ Road Closures ☒ Firework ☐
Food Trucks ☐
Other (specify): _____

EVENT DESCRIPTION:

Celebratory parade w/ cars and marching band going along
NW 53rd Street from NW 87th Avenue to NW 74th Avenue

PURPOSE OF EVENT:

Celebrate NDCU Soccer team being national champions
for their division

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

From: 9:30 am To: 11:30 am

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 _____ Price _____
☒ ☐ 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:

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 NW 53rd Street

From NW 83th Avenue To NW 79th Avenue

Beginning Date: 3/16/2024 Time: 9:30am } Event From

Ending Date: 3/16/2024 Time: 11:30am } 10:00am - 11:00am

2nd Street name _____

From _____ To _____

Beginning Date: _____ Time: _____

Ending Date: _____ Time: _____

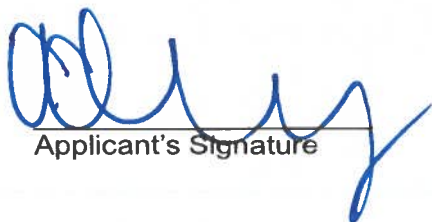
3rd Street name _____

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

3/16/2024
Date

Special Event Budget Detailed Revenue

Source	Price	Total Amount of Income
Total Revenue		\$0

↳ Free Event. Open to the Public.

Detailed Expenditures

Item	Total Amount of Expense
MST Plan	\$1,050.-
Total Expenses	
Net Income Expected	

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. Downtown Doral Arts Festival. - NO Incidents - Nov. 14-15, 2025
Event Involved Street Closure. along NW 53rd Street.
2. Merry and Bright Festival - Dec. 2025 - NO Incidents
Downtown Doral Pocket Park.
3. _____

Building Department

Will your event require tents? Yes ☐ No ☒ Size: _____ Quantity: _____

Will your event require a stage, or platform? Yes ☐ No ☒ Size: _____ Quantity: _____[□]

Other temporary structure(s)? Please, explain:

Electrical Trade

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

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

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

Please, explain: _____

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? 100 (ft.)

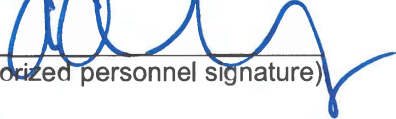
****THIS IS ONLY A TEMPLATE. MUST PREPARE DOCUMENT ON COMPANY LETTERHEAD****

(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.

Antuanet Alvarez
(Authorized personnel printed name)


(Authorized personnel signature)

3/16/2024
Date

CodinaPartners

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.

Antuanet Alvarez
(Authorized personnel printed name)

(Signature)
(Authorized personnel signature)

3/16/2026
Date

State of Florida

County of Miami Dade

On March 2nd, 20 26, before me, Antuanet Alvarez, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies).

WITNESS my hand and official seal.

Maria Espino (Notary Signature)
(Seal)



March 16, 2026 from 9:30am – 11:30am

Start

End