Online Permitting using MyPermitNow Effective September 1, 2014

Special Event Permit Application

- Submit the below application with the required backup documentation.
- Please make sure all pages of the application are filled out.

Apply

SPECIAL EVENT PERMIT APPLICATION

City of Leander
Permits/Building Inspections Dept.
PO Box 319
Leander, TX 78641
512-528-2815
www.leandertx.gov

A special event is an organized activity which makes a significant contribution to the cultural, economic, or social welfare of the city which is to occur upon public property.

A special event permit is needed for block parties, moving events (marathons, parades, etc.), concerts, road closures, etc.

Applications will not be accepted without the following documents:

- Completed Application – Entire application needs to be filled out.
- Site Plan/Event Route or Map
- Proof of Liability Insurance

Additional information may be required:

- Signatures and Contact Information of Citizens and/or Businesses Affected by Event
- Parking Plan
- Safety Plan
- Approval from other Jurisdictions
- Traffic Control Plan
- Outreach to Neighborhoods affected by the Event
- Texas Alcoholic Beverage Commission (TACB) Application

Additional Permits Required for the below:

- Signs (Banners, "A" Frame, etc.)
- Tents – Greater than 200 sq. ft.
- Pyrotechnics/Firework Display – Any
- Mass Gathering – Greater than 1,000 people
- Mobile Food Vendors (2015 Code Adoption)

Leander Parks and Recreation Permit:

If you are hosting an event at a City Facility (Mason House, City Park, etc.), please provide a copy of the permit received from the Leander Parks and Recreation Department.

The Building Official and Fire Marshall are hereby given the authority to make inspection of the event site at any time during the event and stop all activity not in conformity with this permit, the health and safety of the community or any laws of the State, Federal Government or City. No public street shall be permanently closed during such event. All emergency access must be maintained and separation shall be made with readily movable barricade devices. This permit shall become null and void on the last date and time specified on this permit. Future events shall require a new application and approval.

Special Event Application

Event Name: _____
Street Address of Event: _____

Event Type (ex. Block Party, Marathon, Street Closure, etc.): _____

Date(s) of Event: _____
Time of Event: _____

Set-Up Date(s): _____ **Set-Up Time:** _____
Tear-Down Date(s): _____ **Tear-Down Time:** _____

Applicant Name: _____
Organization: _____
Applicant Phone Number: _____
Applicant Email Address: _____

Primary On-Site Contact Name: _____
Primary On-Site Cell Phone Number: _____

Estimated Attendance: _____

Location of Event: Check all that apply

- ☐ Inside an existing structure. If so, what is the current use of the structure:
- ☐ Vacant Lot
- ☐ Parking Lot
- ☐ Public Property
- ☐ Private Property
- ☐ In the Right-of-Way
- ☐ Cross railroad tracks

Building/Equipment to be Used:

- ☐ Tent or Temporary Structure(s) – Over 200 sq. ft. will require additional permits
- ☐ Stage
- ☐ Outdoor Amplified Sound and/or Music (please read the City's Noise Ordinance)
- ☐ Pyrotechnics/Firework Display – Additional permit required
- ☐ Aerial Firework Display
- ☐ Flame Effects or Similar – Additional permit required
- ☐ Open Fires – Any open-to-air fires proposed, used for other than cooking. Please describe: _____
- ☐ Other: _____
- ☐ None

Food Booth/Vendor:

- ☐ Cooking Equipment: What type: _____
- ☐ Generator
- ☐ Open Flame
- ☐ No Food Booth/Vendor

Street Event: A Traffic Control Plan will need to be provided.

Street Closure Start Time: _____
Street Closure End Time: _____

- ☐ No street Closure

Moving Event (Marathons, parades, etc.): A map will need to be provided showing start and finish lines.

On-Site Registration Time: _____
Assembly Time for Participants: _____
Start Time (First Wave): _____
End Time (Last Wave): _____

Will other jurisdictions be involved? Yes No

If yes, please check all that apply.

- ☐ City of Cedar Park
- ☐ City of Georgetown
- ☐ Williamson County
- ☐ Travis County
- ☐ Other

Alcohol:

Will alcohol be sold or distributed?

- ☐ Yes
- ☐ No

If yes, please indicate which applies. Please provide the Texas Alcoholic Beverage Commission (TACB) application with this.

- ☐ Sold
- ☐ Distributed

Private Companies Contracted to Work Event: Please check all that apply and provide contact information.

- ☐ Set-Up: Name: _____Phone Number: _____Email:_____
- ☐ Planner: Name: _____Phone Number: _____Email:_____
- ☐ Catering: Name: _____Phone Number: _____Email:_____
- ☐ Security: Name: _____Phone Number: _____Email:_____
- ☐ EMS: Name: _____Phone Number: _____Email:_____

Request for City Services: City services are charged at a minimum rate dependent on the event.

- ☐ Fire Department
  If yes, please check all that apply.
  - o Medical Standby
  - o Fire Watch
  - o Event Standby
- ☐ Police Department

_____ _____
Applicant Signature Date