



## TEMPORARY SPECIAL EVENT APPLICATION

### EVENT INFORMATION

Event Name: \_\_\_\_\_  
Event Location: \_\_\_\_\_  
Acreage of Event  
Space\*: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
\_\_\_\_\_  
Start Date & Time: \_\_\_\_\_  
End Date & Time: \_\_\_\_\_

\* If the site is over five (5) acres in size, TCEQ approval will be required.

### APPLICANT CONTACT

Applicant Name: \_\_\_\_\_  
Applicant Phone #: \_\_\_\_\_  
Applicant Email \_\_\_\_\_

### PROPERTY OWNER CONTACT

Owner Name: \_\_\_\_\_  
Owner Phone #: \_\_\_\_\_  
Owner Email \_\_\_\_\_

### DAY OF EVENT CONTACT

Contact Name: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_  
Contact Email \_\_\_\_\_

### TENT INSTALLATION CONTACT\*

Contact Name: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_  
Contact Email \_\_\_\_\_

\*If proposing use of tent(s)

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### GENERAL INFORMATION

In accordance with Article 6 Business Regulations of the City of Bee Cave Code of Ordinances, each owner or operator of a temporary special event shall obtain a temporary special event permit from the city to operate within the city. The City Manager or their designee shall be authorized to issue such a permit when the application is found to comply the requirements of [Article 6.03](#). The City Manager, in their sole discretion, may forward an application to the city council for approval or denial.

In the event the application is protested. If written objections are received from the owners of 20% or more of the land area covered by the proposed permit or the owners of 20% or more of the land area within 200' of the subject property covered by the proposed permit, the City Manager shall place the application for the permit on the next available meeting agenda of the City Council, and a favorable vote of three-fourths of all members of the governing body shall be required to approve such protested application.

See Bee Cave Code of Ordinance [Article 6.03](#) for more information.

This checklist provides a list of the information and data needed to compile a complete Temporary Special Event application to the City of Bee Cave. **Incomplete applications will not be accepted.** A completed, notarized, and signed copy of this checklist is a required component of a complete application.

### MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate [MyGovernmentOnline User Guide](#), new online application instructions start on page 20.

### APPLICATION FEES

All application fees shall be paid in full according to the [adopted Fee Schedule](#).

Special events:

- (1) Application fee: \$100.00.
- (2) Tent inspection fee: \$25.00 per tent.
- (3) Technology fee: Based on total cost of permit. See pricing tiers in section [A1.002](#).

### PERMIT PROCESS

Applications must be submitted a minimum of **45 days** in advance of the date of the Special Event, for a one-day event and **60 days** in advance for a multiple day or reoccurring special event (e.g. every Saturday for 6 weeks, etc.).

## **TEMPORARY SPECIAL EVENT APPLICATION**

The process for obtaining a Temporary Special Event Permit includes the following steps:

1. **Submittal-** Applicant submits the Temporary Special Event Application. The table on the following pages provides a checklist of the information and items required to submit a complete application for a Temporary Special Event Permit.
2. **Review-** City staff will review the application and communicate any deficiencies or missing information to the applicant. The temporary special event permit will be granted or denied no less than less than five (5) days (120 hours) prior to the event. If the City Manager or City Council disapproves of the application, they will notify the applicant either by personal delivery or certified mail, at least five days prior to the event and state the reasons for denial.
3. **Appeals-**
  - a. Any applicant shall have the right to appeal the denial of a temporary special event permit by the City Manager to the City Council. The denied applicant shall promptly make the appeal after receipt of the denial by filing a written notice with the City Manager and a copy of the notice with the City Secretary, no less than eighty-four (84) hours prior to commencement of the proposed event. The City Council shall act upon the appeal at the next scheduled meeting following receipt of the notice of appeal unless a special meeting is called for that purpose.
  - b. If a proposed event that is the subject of a denial of a permit was scheduled to commence prior to a scheduled meeting of the City Council, the Council may call a special meeting for the purpose of ruling on the denied applicant's appeal.
  - c. In the event that the City Council rejects an applicant's appeal or fails to call a special meeting for the purpose of considering the appeal, the applicant may file an immediate request for review with a court of competent jurisdiction.
  - d. Prior to the issuance of a permit, the applicant may be required to file with the city manager a surety bond in an amount which will cover the estimated costs of barricading, policing and cleaning up the event site and/or parade route. Upon submission of the application, the city manager shall calculate the estimated costs based on the information contained in the application. If required by the city, the applicant shall deposit cash, money order, or cashier's check (no personal checks will be accepted) sufficient to cover these estimated expenses. This deposit shall be made no later than fifteen (15) days prior to the date which the event is proposed to commence. After the event has been completed, the city manager shall deduct the costs of barricading, policing and cleaning up the event site and/or parade route from the deposited amount. The city shall then return any remaining balance from the deposit to the permit holder within thirty (30) days after the event. In the event that the city manager initially underestimated barricading, policing and cleanup costs and there remains a balance due after applying the deposited amount toward these

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expenses, the permit holder shall receive from the city a bill for the difference. The city shall provide such bill to the permit holder within two (2) weeks after the event. The payment for the outstanding balance of the cost of the event shall be due to the city within thirty (30) days after the date of the event. The permit holder shall bear all costs relating to traffic-control devices and any on-duty and overtime police required for the event.

- e. Prior to the date of the event, the permit holder shall submit to the city manager a certificate of insurance showing commercial general liability coverage, including premises operations, independent contractors, personal injury and contractual liability, at a combined single limit of five hundred thousand dollars (\$500,000.00) per occurrence or with approval of the risk manager according to identified risks involved with the event. The city shall be named as an additional insured and provided with at least thirty (30) days' advance notice of cancellation or material alteration of the insurance policy.

REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION	
<i>The applicant shall initial to certify that each item is provided. Or indicate it is not applicable with "n/a".</i>	
Proof of property owner's consent to the Temporary Special Event Permit application. This shall be provided via submittal of completed <a href="#">Verification of Land Ownership</a> and <a href="#">Designation of Authorized Agent</a> forms.	
Proof of property owner's and/or operator's liability insurance which names the city as an additional insured for a minimum of \$1,000,000 per occurrence ( <a href="#">see section 6.03.005</a> ).	
Proof of notification of all adjacent landowners within 200' of any boundary activity of any proposed event.	
Proof of TxDOT approval of all access driveways' intersections with any state highway, if applicable, and/or proof of Travis County approval of all access driveways' intersections with any county roadway, if applicable.	
Prohibition of on-site camping or sleeping accommodations or uses, except as may be required for security purposes only.	
Written agreement to comply with all applicable city codes, regulations, fees and inspections.	
A written plan for the removal of all temporary facilities and temporary improvements, and the complete restoration of the property to the condition it was in before the special event took place.	
Noise control plan.	
Dust and erosion control plan.	
Temporary utilities plan.	
Delineation of buffering and screening of parking areas, storage areas, sanitation facilities, solid waste receptacles, and other similar site facilities.	
Temporary outdoor lighting plan and hours of operation for site lighting.	
Delineation of nonpoint source pollution controls for construction of the temporary site improvements and for the runoff from the buildings, parking areas, storage areas, and driveways (i.e., silt fences and vegetative buffer strips). (As applicable)	
Delineation of all on-site exterior storage areas and how they will be screened from public view and from neighboring properties. (As applicable)	
Identification of all proposed uses of each building and of all exterior areas.	
Identification of allowable hours of use of the site.	
Traffic-control plan, including maximum allowable parking on the site.	
Plan for provision of overflow parking, with off-site shuttle service, if necessary, if parking demand exceeds the amount of parking provided on site. If off-site parking is proposed, a shared parking study meeting the requirements of <a href="#">Parking Standards 3.4.2</a> must be submitted for review and approval by city staff. If approved, a shared parking agreement meeting the standards of <a href="#">Parking Standards 3.4.2</a> agreement with the owner of the off-site property must be submitted for review and approval by the City Attorney. <b>An additional 30-day review is required for applications including shared/off-site parking.</b>	

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Complete and accurate description of any potentially hazardous materials that will be stored on site, either in the buildings or on the premises.	
A plan for providing safety and security for the site, for the buildings, for users on the site, and for users coming to or leaving the site.	
Overall site ADA accessibility statement review by the state department of licensing and regulation may be required to ensure ADA accessibility.	
Temporary fire control measures: <b>review and approval by the fire chief will be required.</b> Submit to <a href="https://www.ltfrpermits.com/">https://www.ltfrpermits.com/</a>	
Plan for daily cleaning of the site for picking up trash, debris and any other foreign matter.	
If the site is over five (5) acres in size, TCEQ approval will be required.	
<b><i>The Site Plan must include the following items</i></b>	
On-site temporary sanitation facilities, including, but not limited to, the proposed method of containment and disposal, on-site locations, capacity, and proof of ADA accessibility.	
Placement and types of all proposed temporary buildings, locations (especially with respect to property lines and setbacks), type(s) of buildings, sizes, proposed uses, and capacities. <b>Tents must be approved and inspected by the Fire Chief, submit <a href="https://www.ltfrpermits.com/">https://www.ltfrpermits.com/</a></b>	
Delineation of parking facilities, location, type of surface treatment(s), parking capacities, parking layout, fire lane delineations, fire lane widths, emergency vehicle turnaround area, and setbacks from residential property lines.	
Delineation of access driveway(s), alignment, width, type of surface treatment(s), setbacks from residential property lines, and distances to any other existing driveways on both sides of the road.	
Description, location and placement of all sign(s) to be placed at the event; a <i>sign permit may be required.</i>	

### CERTIFICATION OF APPLICATION CHECKLIST

I hereby attest that I prepared this application and that all required information is provided, correct, and complete to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date



# TEMPORARY SPECIAL EVENT APPLICATION

## APPLICANTS STATEMENT OF AGREEMENT

I hereby agree that if the requested Temporary Special Event Permit is issued by the City of Bee Cave I, as the permit applicant, will ensure that all required inspections are completed, required fees paid, and the event is conducted in compliance with all applicable City of Bee Cave codes and regulations.

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

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

## TEXAS NOTARY ACKNOWLEDGMENT

State of Texas

County of \_\_\_\_\_,

I, \_\_\_\_\_, a Notary Public, do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me

\_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and swore and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed, and that the statements contained therein are fine and correct.

Notary Public, State of Texas,

Name: \_\_\_\_\_ (Notary Printed Name)

Name: \_\_\_\_\_ (Notary Signature)

My Commission Expires: \_\_\_\_\_ (date)

(Seal)