

Special events are defined as a fund raising activity or event for churches and other ***non-profit organizations***. Documentation verifying non-profit status may be required at the City's discretion. These events shall include, but not be limited to, auctions, second hand goods sales, bake sales, parades, car washes, etc. The following conditions shall apply:

- a. A special event permit shall be required.
- b. The duration of the special event permit shall be for a maximum of three consecutive days
- c. A special event is permitted in any zoning district with an approved permit.
- d. Adequate parking and sanitary facilities shall be made available to the satisfaction of the community development director or designee and/or code enforcement officer.
- e. In case of a large event requiring street closures or public resources, the City's street closure committee shall establish the terms and conditions for the special event at the time of approval.
- f. In the event that a permit applicant is dissatisfied with the city's street closure committees decision, the applicant may appeal the requested terms and conditions to the Planning and Zoning Commission and City Council.

**Applications which require street/alley closures must be submitted 30 days prior to the event date. All other events must be submitted 10 business days prior to the event date. Incomplete applications will not be processed.**

### **Submission Information**

The following required documentation must be submitted at the time of permit application.

- Completed Special Events Permit application.
- If the event proposes street closures and/or additional tents/structures on site, a site plan will be required. The site plan should include the following:
  - All existing structures on the property as well as any structure proposed to be on site during the event, *i.e.—tents, port a potties , concession stands, displays, stages, signs, etc.*
  - Parking areas including distances from the event and means of ingress and egress. (Include type of ground cover at event area, *i.e.—concrete, grass, gravel, etc.*)
  - Proposed street closure location(s)
- RESTROOMS MUST BE PROVIDED IN SOME MANNER.** If portable restrooms are not proposed for event, a letter from the owner of event site will be required allowing public use of restroom facility on site.

Please submit your completed application + any required documentation to:

**Rey Gonzales, Assitant Public Works Director**

City of Burleson Service Center

725 SE John Jones Dr.

Burleson, TX 76028

or via email: [rgonzales@burlesontx.com](mailto:rgonzales@burlesontx.com)

### Issuance Information

- City personnel will contact the applicant when the permit application has been processed and is ready to be picked up. Payment methods accepted are Check or Credit Card. Checks should be made payable to the *City of Burleson*

- Permit fee: \$50.00

NOTE: Applications including street closures/barricades or police department personnell, may include additional fees.

- Permits are to be picked up at the following location:

**City Hall**

**Development Services Dept.**

141 W. Renfro St.

Burleson, TX 76028

**PLEASE TYPE OR PRINT LEGIBLY:**

APPLICANT: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS OF EVENT/PROPERTY LOCATION:  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF EVENT:  FUNDRAISER  OTHER \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

DATES OF EVENT: \_\_\_\_\_  
(maximum 3 consecutive days)

HOURS OF EVENT: \_\_\_\_\_

PARKING PROVIDED:  YES  NO

SANITARY FACILITIES:

INDOOR  OUTDOOR (PORTABLE)

STREET CLOSURES:  YES  NO

STREET NAME(S): \_\_\_\_\_

**OFFICE USE ONLY**

DATE REC'D: \_\_\_\_\_ REC'D BY: \_\_\_\_\_

PLANNING DEPT:

APPROVED  DENIED by: \_\_\_\_\_ date: \_\_\_\_\_

STREET CLOSURE COMMITTEE:

APPROVED  DENIED by: \_\_\_\_\_ date: \_\_\_\_\_