

Special events are defined as a fund raising activity or event for churches and other non-profit organizations. The 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. A special event permit may be issued for a maximum of three (3) 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 City's Neighborhood Services and Development Services departments.
- E. In case of a large event requiring street closures or public resources, the City's street closure committee shall establish terms and conditions for the special event at time of approval.
- F. In the event that a permit applicant is dissatisfied with the events committees decision, the applicant may appeal the required terms and conditions to the Planning and Zoning Commission and City Council.

Applications requesting street/alley closure and/or the use of city owned property must be submitted a **minimum of 30 days prior to the event date**. All other event applications must be submitted a **minimum of 10 business days prior to the event date**.

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(s) proposed to be on site during the event (ex: tents, portable restrooms, concession stands, etc.)
 - Parking areas including distances from the event and means of ingress and egress
 - Proposed street closure location(s)
 - Note: Restrooms/hand washing stations must be provided in some capacity.
- COVID-19 spread control/prevention plan

For inquiries related to reserving the Mayor Vera Calvin Plaza in Old Town, contact:

Joni Van Noy, Old Town Administrator

817-426-9689 or via email: jvannoy@burlesontx.com

For inquiries related to utilizing a city owned park or recreation facility, contact:

Jessica Martinez, Recreation Manager, Programs and Special Events

817-426-9116 or via email: jmartinez@burlesontx.com

Please submit your completed application + any required documentation to:

Jay Hutchison, Assistant Public Works Director

City of Burleson Service Center

725 SE John Jones Dr.

Burleson, TX 76028

Or via email: jhutchison@burlesontx.com

Issuance Information:

- City personnel will contact the applicant when the permit application has been processed and is ready to be picked up. Payments are acceptable by check or credit card. Checks should be made payable to the City of Burleson
- Permit fee: \$50.00
NOTE: This fee does not include any space reservation cost (i.e. Mayor Vera Calvin Plaza), street closure fees and/or personnel costs associated with Police/Fire staff requirements for large public gatherings.
- Permits are to be picked up at the following location:

City Hall

Development Services Department

141 W. Renfro St.

Burleson, TX 76028