



APPLICATION CHECKLIST FOR TEMPORARY SPECIAL EVENT PERMITS

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 INSTILATION CONTACT*

Contact Name: _____
Contact Phone #: _____
Contact Email _____

*If proposing use of tent(s)



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SPECIAL EVENTS PERMIT 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 [Section 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 6.03.001-15](#) for more information.

This checklist provides a list of the information and data needed to compile a complete Temporary Special Event Permit application to the City of Bee Cave. **Incomplete applications will not be accepted.** Temporary Special Event Permit applications require review by staff and approval by the Planning Director and City Engineer. A completed 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 multiple day or reoccurring special events (e.g. every Saturday for 6 weeks, etc.). Acceptance of applications submitted after these deadlines will be at the discretion of the City Manager and shall incur double fees.



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

1. **Submittal-** Applicant submits the Temporary Special Event Permit 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 disapproves the application, they will notify the applicant 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.



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REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

<i>Applicant shall initial to certify that each item is provided or indicate it is not applicable (n/a)</i>		
1.	Proof of property owner's consent to the Temporary Special Event Permit application. This shall be provided via submittal of completed Verification of Land Ownership and Designation of Authorized Agent forms.	
2.	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 (see section 6.03.005)	
3.	Proof of notification of all adjacent landowners within 200' of the boundary of the property where the event will be held of the proposed event.	
4.	A plan or document which describes how the operator will provide for 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.	
5.	A plan delineating the placement of all proposed temporary buildings or tents, locations (especially with respect to property lines and setbacks), type(s) of buildings, sizes, proposed uses, and capacities. Tents must be approved and inspected by the Fire Chief, submit https://www.ltfpermits.com/	
6.	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	
7.	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	
8.	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	
9.	Prohibition of on-site camping or sleeping accommodations or uses, except as may be required for security purposes only	
10.	Written agreement to comply with all applicable city codes, regulations, fees and inspections. See below	
11.	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	
12.	Delineation of buffering and screening of parking areas, storage areas, sanitation facilities, solid waste receptacles, and other similar site facilities	
13.	Temporary outdoor lighting plan and hours of operation for site lighting	
14.	Noise control plan	
15.	Dust and erosion control plan	
16.	Temporary utilities plan..	
17.	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	
18.	Delineation of all on-site exterior storage areas and how they will be screened from public view and from neighboring properties, as applicable	



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19.	Identification of all proposed uses of each building and of all exterior areas	
20.	Traffic-control plan, including maximum allowable parking on the site	
21.	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 Code Section 3.4.2 must be submitted for review and approval by city staff. If approved, a shared parking agreement meeting the standards of Code Section 3.4.2 agreement with the owner of the off-site property must be submitted for review and approval by the City Attorney. <u>An additional 30-day review is required for applications including shared/off-site parking.</u>	
22.	Complete and accurate description of any potentially hazardous materials that will be stored on site, either in the buildings or on the premises	
23.	Description, location and placement of all signs to be placed at the event; <i>sign permits may be required</i>	
24.	Means 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	
25.	Overall site ADA accessibility statement review by the state department of licensing and regulation may be required to ensure ADA accessibility	
26.	Temporary fire control measures; review and approval by the fire chief will be required. Submit to https://www.ltfpermits.com/	
27.	Plan for daily cleaning of the site for picking up trash, debris and any other foreign matter	
28.	If the site is over five (5) acres in size, TCEQ approval will be required	

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)
Title	Date

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.

Signature	Name (printed)
Title	Date