



Planning & Development Services Department

550 Landa Street

New Braunfels, Texas 78130

(830) 221-4050

www.newbraunfels.gov

Special Event Permit Application

APPLICATION FEE - \$154.00 (\$77.00 if a nonprofit organization)

Please note: There is a 3% technology fee included

The application must be submitted to the Planning Division no less than 15 business days prior to the proposed Special Event.

Any application that is missing information will be considered incomplete and will not be processed.

Special event means a festival, celebration, or gathering that involves the reservation and temporary use of a portion of a private property that includes one or more of the following: entertainment; dancing; music; dramatic productions; art or cultural exhibitions; the sale of merchandise, food, or beverages. The term does not pertain to buildings or properties that are available to the general public and/or that host events on a regular basis, such as: the Wurstfest grounds, the Comal County Fairgrounds, the New Braunfels Civic/Convention Center, Heritage Village, Conservation Plaza, school grounds, private event centers, home owners' association amenity centers/property, and any other similar facility or property.

Non-profit organization? yes no If yes, attach proof from IRS to application.

If yes: Organization: _____

EIN / TIN _____

Name of Special Event: _____

What type of Special Event will this be? (Parade, Festival, Ceremony, Etc..)_____

Date(s) of Special Event:_____

Hours of Operation: _____

Please note:

- The hours of operation for the special event shall be between 8:00 a.m. and 9:00 p.m. (This does not include set up or tear down)

Length of Special Event:_____

Please note:

- The special event cannot exceed 25 days in a calendar year and cannot be held for more than 4 days consecutively.

Property Address: _____

Please note:

- There can be no activity on vacant, unimproved property.
- All special event activities must occur on private property.

Present Use of Property:_____

Anticipated/Estimated Attendance:_____

Expected attendance at the peak hour of operations? _____

Name of Applicant: _____

Mailing Address: _____

Contact information:

Phone: _____

E-Mail: _____

Name of Property Owner/Agent*: _____

Mailing Address: _____

Contact information for the property owner:

Phone: _____

E-Mail: _____

Will there be food/beverages sold/vended? yes no
If yes, how many vendors are expected? _____

Will there be food trucks on site? yes no
If yes, what are the names of the vendors? _____

Is the event proposed to be located within the floodplain? yes no
If yes, will there be any temporary structures or relocatable buildings proposed to be placed within the regulatory floodplain? yes no

Are there any relocatable buildings/structures being proposed to be brought onto the site for the purpose of this event? yes no

Will the event utilize any tents? yes no
If so, what are the dimensions of each tent used? _____

Will the event be contained within the property? yes no

Will the event have live animals or carnival rides? yes no
If yes, please describe what activities will utilize the live animals and/or which carnival rides will be at the event.

Will the event have any structures, mobile or otherwise greater than 120SF? yes no

Will the event require street closures? yes no
If yes, the traffic control plan must be attached.
Name of the traffic control provider _____
Phone Number of the traffic control provider _____
Email of the traffic control provider _____

If yes, will law enforcement be needed to assist with traffic control? yes no

Will the event utilize any speakers/sound amplification devices? yes no

Will the event utilize any additional lighting? yes no

Will the event utilize any temporary signage? yes no

If yes, please attach a map showing the location, dimensions, and photos of the signs.

Will the event utilize any portable restrooms? yes no

What are your plans to deal with the waste generated by your event? Please attach a waste collection and cleanup plan to this application.

Please note: The use of a private waste hauler for non-City sponsored events is required, the vendor must be authorized by the Solid Waste and Recycling Division to operate in the city limits.

Required Attachments:

- **Waste Collection and Cleanup Plan**
 - Peak Hour attendee estimation
 - What is the capacity available?
 - What's the plan for servicing smaller containers around the festival?
 - Litter Maintenance?
 - Clean-up after... where is it going?
 - Picked up by the City or a private collector?
- **Site Plan**
 - **Distances & Dimensions are REQUIRED**
 - From each amplifier to each property line
 - From each food vender to each property line
 - From each restroom to the closest food vender
 - Each parking space/group of parking spaces (if the parking spaces aren't already painted and paved)
 - Tent Dimensions
 - All Buildings/permanent structures
 - Tent Locations (Spaced at least 10ft apart)
 - Location of Food Trucks (Need to be clear of the Fire Lanes)
 - Temporary Structures/buildings
 - Neighboring uses (Residential, commercial, industrial, etc.)
 - Restrooms (If using the main building restrooms please indicate this on the site plan)
 - Barricades
 - Fences
 - Parking Area for attendees
 - Trash bins/receptacles
 - Location of Fire Lanes
- **Parking & Traffic Control Plan**
 - Aerial Map showing:
 - Street Closures
 - How traffic is coming & going from your event
 - (If it is a parade) – Parade Route with location of where the floats will be lining up
- **Public Safety Management Plan**
 - Emergency Contact

SUBMITTAL CHECKLIST:

- Completed application and fee
- Agent authorization letter from property owner (if required)
- Proof from IRS of non-profit status (if required)
- List of contacts and phone numbers during the special event
- Waste Collection and Cleanup Plan
- Site Plan with dimensions clearly labeled
- A detailed parking and traffic control plan
- A detailed description of the special event/activity to occur (this should include any programs/schedules/agendas/promotional material)

The Planning and Community Development Department shall approve or deny any completed application based on the above criteria and any additional information deemed necessary for a thorough review. Any application that is missing information will be considered incomplete and will not be processed. If approved, a permit containing the relevant special event information will be issued.

I hereby certify that the information provided is true and correct to the best of my knowledge.

Date: _____

Signed: _____

Print Name: _____

Applicant

I hereby certify that the information provided is true and correct to the best of my knowledge.

Date: _____

Signed: _____

Print Name: _____

Property Owner/Agent*

* If signed by an agent, a letter of authorization must be furnished by the property owner.

FOR OFFICE USE ONLY

Date completed application received: _____ Received by: _____

Date of Approval/Denial: _____ By: _____

Comments: _____

Fee: \$ _____ Check No: _____ Receipt No: _____ Date: _____

INSTRUCTIONS FOR SUBMITTING THIS APPLICATION

This application can be submitted online using the City of New Braunfels permit portal. For instructions on how to submit this permit application, please read below.

1. Access the online permit portal at <https://nbpermits.nbtexas.org/publicaccess>. Once you arrive at the Portal Login Page you will need to create a username and password.
 - a. The username will need to be a valid email address and you will be informed of the status of your application via email.
 - b. Password Requirements are: Minimum of 8 characters and must include at least one uppercase, one lowercase, and a number. Passwords cannot match your email address, first, or last name.
2. Select the Create Application button at the top center of the page and click on the Planning/Zoning folder.
3. Navigate to the desired application on the following pages. The application will be titled the same as it is on page 1 of this document.
4. Once you have found the correct application type, click on it once and select the Begin Application button.
5. Enter the application information:
 - a. Main: Subject property location (if applicable) and description of the request.
 - b. People: Your contact information. The email address provided will receive status updates on the application as it proceeds through the review process. You can add additional email addresses to receive status updates, but the provided email addresses must have a permit portal account.
 - c. App Form: Questions relating to the application.
 - d. Attachments: Upload a digital copy of this application and all required documents listed on page (1). Attachments must be .pdf format and named as they are listed on this application. **ALL REQUIRED DOCUMENTS LISTED ON THE APPLICATION MUST BE ATTACHED OR THE APPLICATION IS CONSIDERED INCOMPLETE.**
 - e. Payment: The required fee to submit. Please note: all credit/debit card transactions will incur a 2.75% processing fee. We encourage you to utilize one of our free options which include cash, check or e-Check.

You will receive a confirmation email once the application is submitted. If the application is incomplete or requires corrections, you will be emailed by a staff member requesting the information that is necessary to continue review. **AN INCOMPLETE APPLICATION WILL NOT CONTINUE TO BE REVIEWED AND CAN DELAY THE PROCESS.** Communication from the portal system will originate from cwmessenger@newbraunfels.gov.

If you have any questions, please contact Development Planning Division Staff at planning@newbraunfels.gov or (830) 221-4050.

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KEEP THIS SECTION FOR YOUR RECORDS

The following policies are in effect for Special Events in the city of New Braunfels, per Section 5.10, Chapter 144, Zoning, New Braunfels Code of Ordinances:

Sec. 144-5.10. - Temporary uses.

c) Special events.

- 1) **Purpose.** Standards for special events are set forth to minimize adverse effects to the public health, safety, or convenience; to ensure compatibility with nearby uses; to avoid creating traffic hazards or congestion; and to curtail any interruptions or interferences with the normal conduct of uses and activities in the vicinity; while providing opportunities for hosting limited events.
- 2) **Criteria for approval.**
 - a. **Location.**
 - i. There can be no activity on vacant, unimproved property.
 - ii. All special event activities must occur on private property. No activity, parking, or signage may be located on public property or street right-of-way or within 25 feet of a street intersection, measured at the right-of-way line, as to create a visual distraction.
 - b. **Hours of operation.** The hours of operation for the special event shall be between 8:00 a.m. and 9:00 p.m. This does not include set up or tear down.
 - c. **Length of special event.** The special event cannot exceed 25 days in a calendar year and cannot be held for more than four days consecutively. One permit can include multiple occurrences of the same event utilizing the same site plan within a one-year period.
 - d. **Parking.** Required parking for the host business may not be occupied by special event activities during the host business's hours of operation.
 - e. **Music and sound.**
 - i. The special event may not have music (amplified or otherwise) closer than 200 feet to a property zoned or used for single- or two-family residences. While the property hosting the special event and the event space itself can be within 200 feet of a property zoned or used for single- or two-family residences, any music (amplified or otherwise) must be separated by at least 200 feet.
 - ii. All speakers or other sound amplification devices must be directed and oriented away from nearby residences (single-family, two-family and multifamily).
 - iii. All noise/sound must comply with chapter 82, offenses and miscellaneous provisions, section 82-9, noise regulations.
 - f. **Lighting.**
 - i. All lighting must comply with the requirements in chapter 144, zoning.
 - ii. All lighting must be directed away from nearby residences (single-family, two-family and multifamily) and away from public right-of-way.
 - g. **Signage.** All signage must comply with chapter 106, signs.
 - h. **Structures.** No permanent structures may be erected as part of the special event. the special event must comply with all city ordinances.
 - i. **Restrooms.**
 - i. The special event organizer must provide restrooms for event attendees. Restrooms in the host business can count towards this requirement.

- ii. Portable restrooms may not be located within 200 feet of any residential (single-family, two-family or multifamily) property.
- j. **Refuse.** A sufficient quantity of garbage receptacles shall be provided and maintained so that permitted sites are kept clean of all debris, trash, and litter at all times.

3) **The application must provide the following:**

- a. The application must be submitted no less than 15 business days prior to the proposed special event.
- b. Name, address and appropriate contact information for the special event.
- c. List of contacts and phone numbers during the special event.
- d. Anticipated/estimated attendance.
- e. A detailed diagram/site plan of the property. This should include all buildings, tents, temporary structures, speakers and amplifiers, restrooms, barricades, fences, and parking spaces. Distances and dimensions are required. Neighboring uses should also be documented on the diagram/site plan.
- f. A detailed parking and traffic control plan.
- g. A detailed description of the special event/activity to occur (this should include any programs/schedules/agendas/promotional material).
- h. A description of any goods/food to be sold/vended.
- i. Any other additional information required by the planning and community development department in order to facilitate analysis of the special event.
- j. All relevant permits must be obtained from the police department, fire department, environmental services division, building division, engineering division and solid waste division.
- k. Applicable fee. See article VII, fees.

4) **Consideration of application.** The planning and community development department shall approve or deny any completed application based on the above criteria and any additional information deemed necessary for a thorough review. Any application that is missing information will be considered incomplete and will not be processed. If approved, a permit containing the relevant special event information will be issued.