



CEDAR PARK

Development Services - Building Inspection Division

450 Cypress Creek Rd, Bldg. 2 * Cedar Park, TX 78613 * Phone: (512) 401-5100 * Fax: (512) 258-1471

E-Mail: permits@cedarparktxas.gov

Special Event Submittal Checklist

Applicant Name: _____

*Signature: _____

* By signing this I am acknowledging all required documents are provided in this submittal

PROJECT INFORMATION		REQUIRED
GENERAL		Provided (applicant must check)
	Applicant Information to include email address & phone numbers	
	Description of Event	
	Event Set up Date & Time	
	Event Start & End Date & Time	
	Anticipated number of people attending	
SITE PLAN(S) MUST BE DRAWN TO SCALE		
SITE PLAN	Indoor/Outdoor Layout: Show location, size, & number of stages, seating, tents, awnings, canopies, inflatables, amusement rides, food service booths, mobile food vendors, first aid stations, portable restrooms, or other temporary structures.	
	Emergency Exit: Show location(s) of fire extinguisher(s) & alarm devices	
	Parking: Show proposed location of parking area & number of spaces provided (evidence that sufficient parking exists plus 10% surplus. (when adequate parking is not available, plans shall be submitted to show off-site parking and transfer of attendees.)	
	Traffic Flow: Show traffic circulation (include location of entrances & exits with a plan of evacuation in case of emergency to include directing the arrival of emergency services through the event.	
	Electric details: Location of generator or power supply, if applicable	
ADDITIONAL DOCUMENTS		REQUIRED
SUPPORTING DOCUMENTS		Provided
	If the special event is to be held by or for any other person other than the applicant, a written statement from that other person showing authority to make the application;	
	Written consent from property owner must be attached (if event is on private property)	
	Proof of liability insurance (if partially or fully contained on City property or City rights-of-way)	
	\$2,000 surety bond, or cash deposit in lieu of surety (if event is partially or fully contained on City property or City rights-of-way)	
	Copy of certificate of insurance (if event is partially or fully contained on City property or City rights-of-way)	
	A signed copy of the Special Event Acknowledgement Form	
	Communication Schedule must be attached listing the applicable items below. <ul style="list-style-type: none"> ▪ Distribution of door hangers to properties immediately adjacent to event grounds or route. ▪ Signage placement ▪ Electronic copies of door hanger and signage 	
	If food or beverages will be served or sold, provide copies of any licenses or permits issued by the County	
NOTE: The Police Department shall determine whether and to what extent additional Police services are reasonably necessary for the special event for traffic-control and public safety.		