



## Instructions for Special Event Permit Application Process

Thank you for applying for a Special Event Permit Application with the Town of Flower Mound! The purpose of this application process is to protect the public by assisting you in meeting minimum requirements to ensure a safe and enjoyable gathering.

Attached you will find a detailed packet that will help you begin the Special Event Permit process. Please use the check-list below in order to ensure you have all of the required forms necessary to process your application.

- A legible and completed Special Event Permit Application
- A legible site plan drawn to scale and/or dimensional detail showing the location, size, number and configuration in detail of the different components of the event
- Proof of public liability insurance with minimum combined limits of one million dollars (\$1,000,000)
- A written lease or agreement from the owner of such property granting permission to operate a temporary event on said property during the dates of the proposed application. This agreement must be signed and properly notarized. (if applicable)

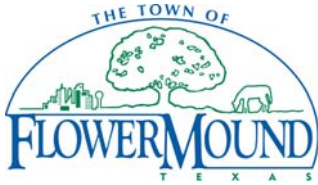
**Please note that all of the above documents must be both legible and complete before your application can be processed.** Once complete, this application must be approved by the Flower Mound Fire, Police, Environmental Health, and Building Inspection Departments. A permit shall be approved or denied within fifteen (15) business days after a legible and complete submission. **A late fee of One Hundred Dollars (\$100) shall be paid for each day or part of a day less than fifteen (15) business days before the event that the submittal is made.** Re-submittals or revised site-plans shall be limited to one (1) change per event and a site plan review fee of Forty Dollars (\$40) shall be paid upon submittal for review.

Please feel free to contact me directly should you have any questions or concerns regarding the application process. We look forward to helping your event be as safe and productive as possible!

Racheal Hudson  
(P) 972.874.6346  
(F) 972.874.6473  
[racheal.hudson@flower-mound.com](mailto:racheal.hudson@flower-mound.com)  
Community Services - Town of Flower Mound

**Helpful Contacts:**

Parks Department # 972.874.6300  
Police Department # 972.874.3335  
Fire Department # 972.874.6270 or 6207  
Environmental Health # 972.874.6340  
Transportation Services # 972.874.6400



## Special Event Permit Application

Complete the Special Event Permit application and submit to the Environmental Services Division a minimum of 15 business days prior to the event. A late fee of One Hundred Dollars (\$100) shall be paid for each day or part of a day less than fifteen (15) business days before the event that the submittal is made. Re-submittals or revised site-plans shall be limited to one (1) change per event and a site plan review fee of Forty Dollars (\$40) shall be paid upon submittal for review.

Date of Application:
----------------------

Name and full description of event
------------------------------------

Address/Location of event:
----------------------------

Start Date:	Hours:
-------------	--------

End Date:	Hours
-----------	-------

Organization/Sponsor:
-----------------------

Organization Address:
-----------------------

Phone:
--------

Fax and e-mail:
-----------------

Responsible/Contact Person:
-----------------------------

Phone:
--------

Number of people expected \_\_\_\_\_

Fee charged per person \_\_\_\_\_

Vehicles used for event \_\_\_\_\_

**The following information must be on the required site plan:**

- Tent: type and size: \_\_\_\_\_  
(A Tent Permit may be required through the Fire Department)
- Sanitary Facilities: \_\_\_\_\_
- Food Type: \_\_\_\_\_  
(A Food Permit may be required through EHS for each vendor)
- Alcohol Served
- Loudspeaker
- Extra Lighting - Type: \_\_\_\_\_
- Signs or Banner \_\_\_\_\_  
(See Ordinance for specific sign requirements)  
(Specific sign requirements apply for events held at Parker Square)
- A TXDOT PERMIT may be required if adjacent to a TXDOT controlled road.
- Lane Closure: Number of barricades \_\_\_\_ cones \_\_\_\_ (Allowed 2:5)  
Address of drop-off/pick-up \_\_\_\_\_
- Animals/Rides/Inflatables \_\_\_\_\_

**ACCEPTANCE AND AGREEMENT**

Upon acceptance of this permit, it shall be construed that the provisions of this permit are acceptable to permittee and that it is his/her sincere intention to adhere to all of the requirements and conditions contained herein.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE