



CITY OF WIMBERLEY

221 Stillwater, Wimberley, TX 78676

(512) 847-0025 Fax: (512) 847-0422

www.cityofwimberley.com

Temporary Special Event Application

City of Wimberley

(All fields must be completed. Incomplete applications may be denied.)

Applicant Information

Applicant/Operator Name: _____

Organization/Business (if applicable): _____

Mailing Address: _____

Phone Number: _____

Email: _____

Event Information

Event Name: _____

Event Type (festival, concert, market, parade, etc.): _____

Event Location/Address: _____

Event Dates: From _____ to _____

Event Hours: From _____ to _____

Expected Attendance (per day): _____

Required Submittals

Attach all applicable documents. Check each box when attached.

☐ Site Plan (showing boundaries, activity areas, setbacks, driveways, parking, buildings, utilities, lighting, etc.)

- ☐ Proof of Liability Insurance (naming the City as additional insured, \$1,000,000 per occurrence minimum)
- ☐ Proof of Notification to all adjacent landowners within 200 feet
- ☐ Temporary Sanitation Plan (containment, disposal, ADA accessible facilities)
- ☐ Placement of Temporary Structures (buildings, tents, stages, sizes, uses, capacities)
- ☐ Parking Plan (layout, capacity, fire lanes, surface type, setbacks from residences)
- ☐ Access Driveways (alignment, width, surface, setbacks, distance to other driveways)
- ☐ TxDOT / County Approval for driveways intersecting highways or county roads (if applicable)
- ☐ Statement prohibiting on-site camping/sleeping (except security staff if approved)
- ☐ Compliance Agreement (all ordinances, regulations, fees, inspections)
- ☐ Restoration Plan (removal of temporary facilities, property restoration)
- ☐ Buffering/Screening Plan (parking, sanitation, storage, waste receptacles)
- ☐ Lighting Plan (locations, hours of operation)
- ☐ Noise Control Plan
- ☐ Dust & Erosion Control Plan
- ☐ Temporary Utilities Plan
- ☐ Non-Point Source Pollution Controls (silt fences, vegetative buffers, etc.)
- ☐ Exterior Storage Areas (locations and screening)
- ☐ List of Uses (all buildings and exterior areas)
- ☐ Allowable Hours of Use
- ☐ Traffic Control Plan (maximum site parking, flow, etc.)
- ☐ Overflow Parking Plan (off-site shuttle service if required)
- ☐ Hazardous Materials Statement (complete description and location)
- ☐ Signage Description (placement, size, content; may require sign permit)
- ☐ Safety and Security Plan (site, building, users, ingress/egress)

☐ ADA Accessibility Review/Statement (as required by city administrator)

☐ Temporary Fire Control Measures

☐ Daily Cleaning Plan (trash, debris, waste removal)

Insurance Requirement

Proof of liability insurance attached: ☐ Yes ☐ No

City named as coinsured: ☐ Yes ☐ No

Bond Requirement

(City may require based on event scope/impact)

Cashier's Check / Letter of Credit / Cash Bond Attached: ☐ Yes ☐ No

Permit Duration

Requested duration (determined by City Administrator, approved by City Council):

From _____ to _____

☐ Requesting extension (requires City Council approval; max 30 additional days)

Acknowledgements

By signing below, I certify that:

- The information provided is complete and accurate.
- I agree to comply with all applicable ordinances, regulations, fees, and inspections of the City.
- I understand that the City may issue a stop work order or deny/revoke this permit if violations occur.
- I understand I may appeal a denial to the City Council.

Applicant Signature: _____

Date: _____

Notary Acknowledgement

State of _____

County of _____

This instrument was acknowledged before me on _____ (date) by _____ (applicant name).

Notary Public Signature: _____

My Commission Expires: _____