



Applications & Forms:



MCTX Self Service:



SPECIAL EVENT PERMIT

A special event is an event which makes use of a property in a manner that deviates from the normal, routine or lawful use of the property.

A special event may not occur more frequently than every six months on the subject property.

A special event may not exceed two weeks per special event, exclusive of advertising.

Inquiry Form:

Please complete the Special Event Inquiry Form prior to submitting the Special Event Permit application. The inquiry form does not constitute a permit but will outline all required permits for your event.



[Special Event Inquiry Form](#)

Checklist of Items required:

- Scaled site plans must indicate a north arrow, property lines, adjacent streets and driveways, parking areas, building location(s), tent location(s), sanitation areas, signage, etc.
- If requesting signage to be placed in the designated right-of-way areas, must comply with Appendix A, Section 13.12.N of the City of Missouri City Code.

SPECIAL EVENT PERMIT APPLICATION

Application Date: _____

Event Date: _____

Name & Type of Event _____



**ONE STOP SHOP
DEVELOPMENT SERVICES DEPARTMENT
Planning & Development Division**

1522 Texas Parkway Missouri City, Texas 77489

281-403-8600 (Office)

■ mctxplanning@missouricitytx.gov



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MCTX Self Service:

Address or Location of Event _____

Event Hours _____ (am/pm)

Last date of a Special Event at location _____

Name of Applicant _____

Responsible Individual(s) _____

Email & Phone Number (Required) _____

Name & Type of Organization (civic, non-profit, other) _____

Name of Property Owner (Not Tenant, Required) _____

Property Owner Phone# (Required) _____

Signature of Property Owner (Required) _____

Number of signs to be displayed (Indicate number, location, size and type):

Designated City rights-of-way _____ Private Property _____

Date sign(s) placed: _____ Date sign(s) removed _____

Sign Size: _____ (If multiple, add additional documentation)

Sign Type: _____ (Informational / Directional)

FEE OF \$35. ALL SIGN LOCATIONS MUST BE SHOWN ON SITE PLAN PROVIDED. SIGNS MUST BE REMOVED (1) ONE DAY AFTER THE EVENT HAS CONCLUDED. "APPLICANT UNDERSTANDS THAT NO SIGNS, MATERIALS, OBJECTS OR EQUIPMENT SHALL BE PLACED IN THE PUBLIC RIGHT-OF-WAY (R-O-W) EXCEPT AS ALLOWED AND INDICATED HEREIN AND THAT NO PERSONS SHALL STAND IN THE STREET OR PUBLIC R-O-W IN AN EFFORT TO SOLICIT OR ATTRACT INTEREST IN THE SPECIAL EVENT."

Number of Staff _____

Number of Participants Estimated _____

Security will be provided by _____

Food or drinks served?

Yes or No



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NOTE: If yes, a temporary health permit is required to be submitted concurrently with this application.

Will electricity be used?

Yes or No

If yes, from what source? _____

NOTE: Electrical permit may be required. *Outdoor lighting must be shielded from adjacent properties.*

Will a stage/platform be used?

Yes or No

If yes, what type of staging/platform and height? _____

NOTE: A "Structure not Building" commercial permit may be required. Add placement location on site plan.

Will hard surface parking be provided?

Yes or No

If yes, then number of parking spaces. _____

If no, then explain the type of surface reserved for parking. _____

Will tents be used?

Yes or No

NOTE: If yes, an application for a Fire Permit for a temporary membrane structure is required. Please allow a minimum 15 business day review.

[Temporary Membrane Structures](#)

Will there be alcohol sales?

Yes or No

NOTE: If yes, an alcohol permit is required.

[Alcohol License/Permits](#)

Will outdoor sound amplification be used?

Yes or No

NOTE: If yes, place location of amplification sound setup on site plan. Describe type of sound amplification, ex. Speakers, live music, etc.

How will disposal of solid waste be provided? _____

NOTE: Show location on site plan.