



Event Permit Application

(PLEASE PRINT OR TYPE ALL INFORMATION)

City of Bedford
Planning & Zoning Dept.
2000 Forest Ridge Dr.
Bedford, TX 76021

Office: (817) 952-2137
Fax: (817) 952-2210
Email: zoning.info@bedfordtx.gov

PART 1. LOCATION INFORMATION

Place of Event / Sale:

Street Address of Event / Sale:

Contact Person at Event / Sale:

Telephone Number:

PART 2. TYPE OF PERMIT REQUESTED (Check appropriate boxes and fill in applicable information in the blank spaces)

SPECIAL EVENT CIVIC EVENT OUTSIDE SALES

*Event permit applications must be submitted to Planning & Zoning **TEN (10) BUSINESS DAYS** in advance of the event.

Date of Event / Sale:

From: _____ to _____

Start time: _____ End time: _____

Dates of set up / removal: _____

Will a tent be erected?

YES: NO:

If YES, size of tent: _____

*Tents larger than 400 sqft requires a tent permit.

Will food be sold, served, or prepared?

YES NO

Will there be alcohol served?

YES NO

(If yes to either, then a separate Health Dept. permit may be required)

Will signs be erected?

YES: NO:

A separate sign permit is NOT required for the events covered by this application.

Brief description of event:

PART 3. APPLICANT INFORMATION

Name of Applicant:

Name of business:

Applicant's street address:

Name of owner / sponsoring organization:

Applicant's City / State / Zip:

Address of owner / sponsoring organization:

Applicant's telephone number:

Alternate telephone number:

Telephone number of owner / sponsoring organization:

Applicant's email address:

Property owner acknowledgement obtained:

Yes: No:

I hereby certify that the foregoing information is correct to the best of my knowledge and that said sale or event will be performed in accordance with the information contained herein and in compliance with the zoning regulations of the City of Bedford and any other applicable ordinances.

Your Name (printed): _____

Signature: _____ Date: _____

Part 4. FOR OFFICE USE ONLY

Permit #:

Permit Approved:

Notified Contact Person:

PZ-2016-000 _____

Yes: No:

Date:

Comments:

Fees paid (if applicable):

City of Bedford Event Planning Worksheet

Please fill out only one sheet per event. If your event requires multiple permits/requests please let those departments know that you have submitted this to other department(s).

This worksheet should be turned in with your completed application. This worksheet will be forwarded to the review board for approval. Please include as much detail about your event as possible.

Event Name: _____

Event Date(s): _____ Event Start Time: _____ Event End Time: _____

Exact Address of Event: _____

If in a large location, such as a park or school facility, what is the specific area of the event:

Expected Attendance: _____ Staff and Volunteers: _____

Sponsoring Entity: _____

Note: this onsite contact should have the listed cell phone on their person at all times. If utilizing radios, then frequencies and PL tone shall be provided.

On site Contact Name: _____

Office Number: _____ Cell Number: _____ Alternate: _____

Will there be site security? _____ Type: _____

Will there be site medical? _____ Type: _____

Will parking be controlled? _____ By whom: _____

Will traffic be controlled? _____ By whom: _____

Will food be served? _____ Contact: _____

Specific Communications capabilities on site: _____

If utilizing radios, what frequencies or channels including PL tones:

Please attach a specific site plan showing all parking areas and planned entrance and exit for emergency vehicles.

Agencies notified: PD _____ FD _____ Bldg _____ PW _____ ED _____

For city use: Permit Types issued: _____

Permit #'s: _____

SCHEDULE OF FEES

EVENT PERMIT APPLICATION FEES

Special Event Permits*	\$100.00
Civic Event Permits**	No fee
Outside sales or storage of merchandise	\$100.00

*plus the actual cost of city personnel up to \$50.00 per hour, per employee and the actual cost of city equipment up to \$75.00 per hour.

**Parades, runs of five kilometers in distance or less and marches that are six hours or less which are sponsored by the Hurst-Euleless-Bedford Independent School District or non-profit groups, as recognized by the federal or state government, will be exempt from all special event application fees and reimbursement charges.

TENT PERMIT

A Tent permit from the Fire Marshal is required for tents covering 400 sq. ft. or greater, including tents connected together. Separation between tents shall not be less than 12 ft. The application is separate and is attached to this packet. Tent permit applications must be submitted to the Bedford Fire Dept.

1—30 days	\$30.00
Each additional 30 days or portion thereof	\$30.00

FIRE DEPARTMENT STAFFING FEES

Fire Marshal on premises (minimum three hours)	\$50.00 per hour
Stand-by Firefighters (minimum three hours each)	\$65.00 per hour
Stand-by Medic (each—three-hour minimum)	\$65.00 per hour
Stand-by engine or truck (each—three-hour minimum)	\$100.00 per hour

POLICE DEPARTMENT STAFFING FEES

<i>*fees are listed under Event Permit Application Fees</i>

OTHER CITY PERSONNEL STAFFING/EQUIPMENT FEES

<i>*fees are listed under Event Permit Application Fees</i>

CITY OF BEDFORD ZONING ORDINANCE

CHAPTER 5.9 SUPPLEMENTAL DISTRICT REGULATIONS

Section 5.9 Outside Sales and/or Storage of Merchandise

5.9.A PURPOSE

Certain outside sales and/or storage of merchandise may be essential to the full development and utilization of the land and deemed to promote the health, safety, and general welfare of the City. The outside and/or storage of merchandise hereinafter enumerated shall not be deemed violations of this ordinance when made under the conditions herein provided.

5.9.B PERMIT REQUIRED

In "L" and "H", Commercial Zoning Districts, the outside sales and/or storage of merchandise for sale is prohibited in the City of Bedford unless a permit for such outdoor activities is obtained by the applicant.

5.9.C ADMINISTRATIVE APPROVAL

A request for a permit for outside sales and/or storage may be approved by the City Manager or his/her designee if the following conditions exist:

- (1) There are no complaints on record for similar activities held by the applicant.

Appeal of the decision by the City Manager or his/her designee may be made to the Zoning Board of Adjustment. A governmental entity is exempted from the required fee for a permit.

5.9.D ZBA APPROVAL

A request for a permit for outside sales and/or storage may be approved by the Zoning Board of Adjustment if the following conditions exist:

- (1) The City Manager or his/her designee determines that approval by the Zoning Board of Adjustments is necessary.
- (2) There are complaints on record for similar activities held by the applicant.

5.9.E CONTENT OF APPLICATION

An Application for a Permit to Conduct Outside Sales and/or Storage of Merchandise for Sale shall include the following:

- (1) A description (including a scale drawing) showing the exact location and limits of the area for the outside activities.
- (2) Exact dates of the commencement and termination of the outside sales/ storage Activities.
- (3) Location and construction of any temporary signs to be used in connection with the outside sales/storage activity.
- (4) Signed certification by the responsible party and the record owner of the land that all information provided is true and correct, and all schedules will be strictly adhered to.

5.9.F EXEMPTIONS

Certain commercial and/or retail uses commonly utilize outside sales and storage of merchandise for sale. Such activities are inherent in the nature of these uses and are essential to the conduct of these businesses. Therefore, the following primary business users are exempt from the requirements for "Permit" for these activities:

- (1) Landscape Services and Commercial Greenhouses.
- (2) Stone Monuments.
- (3) Building Materials/Lumber Yards.
- (4) Motorcycle and Motor- Scooter Sales.
- (5) Boats and Marine- Craft Sales.
- (6) Farm Machinery and Farm- Implements Sales.
- (7) New and Used Car and Truck Sales.
- (8) Motor Home, Camper, and Recreational- Vehicle Sales.
- (9) Heavy- Construction Equipment and Implements Sales.

5.9.G CONDITIONS

All outside sales and/or storage of merchandise for sale shall be subject to the following conditions:

- (1) No more than fifty (50) percent of the width of the pedestrian path abutting the building shall be used for storage, providing that the remaining pedestrian path shall contain no less than three feet.
- (2) No more than twenty-five (25) percent of the linear pedestrian path abutting the building of an individual business shall be used to sell or store materials and merchandise without a permit. (Includes grocery carts, newspaper dispensers, ice machines, and food and drink dispensers).
- (3) No storage of materials shall be allowed within three (3) feet of a required egress path.
- (4) No storage of materials shall be allowed within the required Emergency Access Easement.

CHAPTER 5.10 SUPPLEMENTAL DISTRICT REGULATIONS

Section 5.10 Temporary Uses And Events

5.10.C CIVIC EVENTS AND SPECIAL EVENTS

Civic events and special events may be conducted within an existing use and ancillary to that use provided it meets the following criteria (Nothing within this section shall regulate or prevent an individual residential property owner from conducting activities normally associated with residential uses, including outdoor parties and gatherings. In addition, such outdoors activities shall be subject to the other regulations and ordinances of the City of Bedford which regulate the orderly conduct within the neighborhood and take into consideration the health, safety, and public welfare of the adjacent property owners):

- (1) The event is carried on for a period of time not exceeding fifteen (15) consecutive days;
- (2) No retail sales conducted except those incidental to the primary activity such as refreshment and souvenir sales. Charitable and Nonprofit Organizations may conduct retail sales for fund-raising purposes in any zoning district;
- (3) Assemblies are carried on out-of-doors, in temporary shelters, or tents;
- (4) A permit is obtained in accordance with the provisions provide herein.

5.10.D CONTENTS OF APPLICATION

An Application for Approval of a Special Event shall include the following information:

- (1) Brief description of the event.
- (2) Designation of whether it is a Civic Event or Special Event.
- (3) Exact Location of where the event is to be held.
- (4) Expected Attendance.
- (5) Anticipated number of automobiles and proposed methods of providing parking for the same.
- (6) Location and construction of any temporary signs to be used in connection with the event.
- (7) Dates and times of commencement and termination of the event.
- (8) Signed certification by the Responsible Party and the record owner of the land that all information provided is true and correct and that all schedules will be strictly adhered to.

5.10.E ADMINISTRATIVE APPROVAL

A request for an event may be approved by the City Manager or his/her designee if the following conditions exist, unless otherwise provided by this ordinance:

- (1) The event is located in either the "S", "L", "H", or "I" zoning district; or in the case of civic event endorsed by a non-profit entity, Independent District, or religious institution, the event is located in any zoning district.
- (2) There is no property zoned for residential within 50 ft. of the proposed activity.
- (3) The event is limited to two (2) days.
- (4) The activities proposed will be limited between the hours of 7 a.m. and 12 p.m. (midnight).
- (5) There are no complaints on record for similar activities held by the applicant.

Appeal of the decision by the City Manager or his/her designee may be made to the Zoning Board of Adjustment. A governmental entity is exempted from the required fee for a permit.

5.10.F ZBA APPROVAL

Approval of a permit for civic event permit may be approved by the Zoning Board of Adjustment if the following conditions exist:

- (1) The City Manager or his/her designee determines that approval by the Zoning Board of Adjustments is necessary.
- (2) The event is proposed to last for more than two (2) days.
- (3) The activities proposed will extend beyond the hours of 7 a.m. and 12 p.m. (midnight.)
- (4) There are complaints on record for similar activities held by the applicant.

I acknowledge that I have received a copy of the requirements.

Printed Name: _____

Signature: _____

Date: _____

APPLICATION INFORMATION AND CHECKLIST

SITE PLAN

A scaled site drawing that shows locations of generators, tents, stages, booths, utility poles, stands, disbanding areas, signs, banners, vendors, portable toilets; orientation of amplifiers and loud speakers, lighting, viewing stands, bleachers, VIP areas, disability access, and emergency exits must be submitted with the application.

TRAFFIC CONTROL AND PARKING

PLANNED ATTENDANCE ESTIMATES

RESTROOMS

Events with anticipated attendance of 100 or more must provide an adequate number of restrooms, including mobility impaired accessible units at the event holder's expense. Toilet facilities shall be provided and designated for each gender at a ratio of not less than 2:1 women's to men's.

SECURITY (if applicable)

The Event Holder may be required to provide police officers for security, crowd control and traffic control at the event. The total number of officers required for the event is determined by the Bedford Police Department. Any fees for police officers will be at the event holder's expense. An Emergency Evacuation Plan will need to be designated and approved.

FIRE CODE & SAFETY

The Event Holder must contact the Bedford Fire Department, (817) 952-2500, to obtain any required permits. This includes tent permits. The Fire Department may require certified EMS staff to be present at the event.

SIGNS

The Event Holder is required to contact the Building and Inspections Department, (817) 952-2140, to notify them of the event and obtain sign permits, if applicable.

ELECTRICAL SYSTEMS & STAGE PERMIT REQUIREMENTS (if applicable)

The Event Holder must contact the Building and Inspections Department, (817) 952-2140, to schedule an inspection of all electrical systems and be required to comply with the provisions of the City of Bedford Building Code and Stage Requirements.

MUSIC (if applicable)

The Event Holder must comply with the Federal Copyright Law of 1978 (17 U.S.C. 101, et seq.) This law states that you, the Event Holder, are responsible for abiding by royalties, copyrighted works, and securing permission from artists/performers for any music used during your event. No written documents are needed for this requirement.

NOISE MITIGATION PLAN (if applicable)

PUBLIC NOTIFICATION

The Event Holder is advised to notify all affected residents, businesses, etc. of the specific plan – especially large events with anticipated attendance of 100 people or more.

ALCOHOL (if applicable)

The Event Holder must submit a plan on how to prevent consumption of alcohol by minors. Plan must include signage at the point of sale and be resent in writing to our office. Event holder must contact TABC, (817) 652-5912, to obtain proper licensing and training if alcohol is being served or sold.

HEALTH PERMITS

The Event Holder is responsible for contacting Tarrant County Public Health Department, (817) 321-4980, to obtain the necessary permits and information on proper food dispensing and handling procedures.

PERMIT FEE AND SECURITY DEPOSIT

See attached Schedule of Fees.



Bedford Fire Department

Committed to Excellence

APPLICATION FOR FIRE MARSHAL'S PERMIT

Job Name and Location

Contractor Name

Phone Number

State License Number

Expiration Date

Copy of State License Must Be Attached

TYPE OF SYSTEM TO BE INSTALLED - MODIFIED - REMOVED

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Sprinkler | <input type="checkbox"/> Underground Storage Tanks | <input type="checkbox"/> Hazardous Materials |
| <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Tent/Display | <input type="checkbox"/> Vent A Hood |
| <input type="checkbox"/> Pyrotechnics | <input type="checkbox"/> Propane / Compressed Gas | <input type="checkbox"/> FM 200 / UL 300 |

Work Description

- New Construction Alteration / Modification / Addition Removal

_____ TOTAL NUMBER OF DEVICES TO BE INSTALLED, REMOVED OR RELOCATED

ESTIMATED COST OF CONSTRUCTION: \$ _____

I hereby certify that the above application is complete and correct to the best of my knowledge and that said work will be completed in conformance with the codes and ordinances of the City of Bedford. Any intentional misrepresentation on the above application will constitute a violation of the City of Bedford Fire Code and will void this application and any permit subsequently issued.

Signature

Date

Print Name