Special Events Process Overview

Office of Special Events - ATD

The applicant submits a Rowman

If any conflict exists identify immediately and ask for amended route, date and/or time

Staff verifies completeness of application in AMANDA and schedules appointment with applicant

Application is denied

An appeal must be made in writing to the Director no later than 5 business days after denied.

The Director submits the appeal to the Urban Transportation Commission (UTC)

UTC has 30 days to deny the appeal.

If denied by the UTC the applicant is required to submit a written request no later than the 5th working day after applicant receives the notice of denial. The Director shall submit the appeal to the City Council. *If Council fails to act before the 45th day the appeal is denied.*

Permit is issued and Printed.

Staff will verify that all fees have been paid and all requirements have been met.

If Council approves event applicant shall start at the Request attendance to Street Event Coordination Meeting step

Staff has 30 days to approve/deny application
14.8.16

City letter lists the required documentation as well as the ordinance deadline requirements.

At appointment (no later than 180 days prior to event) applicant submits notarized paper application, scaled map, event literature and route/ course description form. Staff collects non-refundable fees.
14.8.13(A)

Staff generates Special Events requirement checklist letter to applicant

Applicant e-mails application(s) for review to: Fire, EMS, APD, PARD, Health, Capitol Metro, City Managers Office, TXDOT, Downtown Austin Alliance, Convention Center, ETC...

Staff requests applicant to attend the Special Events Coordination Meeting.

120 days prior to the event applicant submits required documents to City Staff.
14.8.13(B)

90 days prior to the event notifications/signature requirements shall be mailed out to all affected persons and neighborhood associations within ½ mile of the event.
14.8.14(A)

60 days prior to event all written objections must be received.
14.8..13(C)

45 days prior to event final Traffic Control Plan (TCP) must be submitted
14.8.13(D)(2)

10 days prior to event applicant shall pay remaining fees and security deposit.
14.8.12(A)

Changes to the Route/Course are made

Revisions to the route must be made no later than the 45th day prior to the event.
14.8.13(13)

All necessary revised documentation must be re-submitted to staff

Applicant shall send notification to all affected persons and neighborhood associations retaining to the change in route no later than 55 days prior to event.
14.8.14(A)

46 Days prior to event all objections to the revised route must be received
14.8.13(C)