



SEO Draft Rules: Application Contents

6/26/18

Section (of the ordinance)	Rule	Requirements to follow the rule	Notes/questions
<p>§ 4-20-31 CONTENTS OF SPECIAL EVENT APPLICATION.</p>	<p>Tier 1 & 2: Complete the online ACE application with the minimally required information to allow staff to approve/disapprove application.</p> <p>ACE Response time:</p> <ul style="list-style-type: none"> • Tier 1: No later than close of business the day before a proposed event. • Tier 2: Notification of Application status within 10 business days for non-street closure events <p>Tier 3 & 4: Complete the online ACE application with the minimally required information to allow staff to make a preliminary recommendation.</p> <p>ACE Response time: Preliminary recommendation within 10 days of receipt of application.</p>	<p>Minimally required information for All Tiers must include:</p> <ul style="list-style-type: none"> (a) Name, address, and telephone of the event organizer and/or designated event point of contact. (b) Event location, date(s), time(s), and schedule. (c) Brief description of the proposed event and any ancillary activities (d) Approximate number of event attendees (e) Certification of applicant financial responsibility. (f) If the special event is to be held by, for, or on behalf of an organization other than the applicant for a special event permit, the applicant must provide a written 	



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communication from the organization:

- 1) Authorizing the applicant to apply for the permit on its behalf;
- 2) Certifying the organization will be responsible for any costs or fees imposed in connection with the event.

Tier 2, 3 & 4 Minimally required information must also include:

- Proposed location and amount of event parking.
- Proposed route and at least one alternate route for any procession, parade, or athletic event

Preliminary Site Plan

Professionally drawn site plans are preferred.

Site plans must be:

- I. Legible,
- II. Close to scale, and
- III. Provide sufficient use of space detail illustrating what an event will look like.

(B) Site plan information must meet these minimum requirements:



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I. Property Overview

1. Show locations of structures, fire lanes, streets, alleys, and fencing.
2. Fencing must indicate location of exits and gates.
3. Show the foot print of any building, location of building exits, sidewalks, and pathways.
4. Proposed boundaries of the special event venue.
5. Proposed location of production areas.
6. Proposed location and amount of event parking.

II. Building Overview

1. Floor plan of the building including the direction of door swings.
2. Furnishings that will be used for the event.
3. Location of Fire Extinguishers,
4. Location of exits to the outside.

III. Provide a key that indicates:



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1. The direction of north.
2. Areas that will be used for the event.
3. Any special notes applicable to the event.

IV. Provide details of the event layout:

1. Location tents or temporary structures including dimensions.
2. Food trucks, vendors and merchandise areas.
3. Size and location of any stages.
4. Any other specific details of the layout for the event.

Tier 2, 3 & 4 information required within 30 days of event:

Detailed information concerning:

1. Food and alcohol that is required by Chapter 10-3 (Food and Food 5 Handlers)
2. Proposed location of portable sanitation facilities; and

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AUSTIN CENTER
FOR EVENTS

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3. Proposed location of all waste management dumpsters, roll-offs, trash and diversion containers.

Detailed information concerning public safety and emergency preparedness including, but not limited to:

1. Provisions for queuing event attendees on streets, sidewalks, or other city right-of-ways;
2. A public safety plan
3. Other equipment or services necessary to conduct the event with due regard to public health and safety.



SEO Draft Rules Application Contents-Street Events

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SEO Draft Rules: Transportation Special Event Street Closure Deadlines

Tier 1

3 DAY DEADLINE

Example: Sidewalk or Parking Space

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Application ROWMAN/Street & Parking Signoff from Interested Persons Proof of Insurance	Invoice Generated	Payment Received	Permit Activated		

Tier 2

30 DAY DEADLINE

Example: one or two block closure or private property (basic street/safety closure)

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Application ROWMAN/Street & Parking Traffic Control Plan or City of Austin Standard Detail may apply	10 Day deadline Final Site Plan Trash/toilet information	Invoice Generated	Payment Received	Permit Activated	
If applicable, written proof of contact with Capital Metro; Capitol Complex Signoff from Interested Persons Barricade Company Proof of Insurance					

Tier 3

120 DAY DEADLINE

Example: 5K Races, small to medium street festivals

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Application ROWMAN/Street & Parking	Notifications mailed Notifications reviewed	90 Day deadline Draft Traffic Control Plan	30 Day Deadline Final Traffic Control Plan	10 Day Deadline Invoice Generated	Permit Activated
If applicable, written proof of contact with Capital Metro; Capitol Complex Route/Closure Map Draft Site Plan			Barricade Company Trash/Toilet Plan Proof of Insurance Closure/Route Sign		

Tier 4

180 DAY DEADLINE

Example: Large Scale Events

Application	Notifications mailed	90 Day deadline	30 Day Deadline	10 Day Deadline	Permit Activated
ROWMAN/Street & Parking	Notifications received	Draft Traffic Control Plan	Final Traffic Control Plan	Invoice Generated	
If applicable, written proof of contact with Capital Metro; Capitol Complex			Barricade Company		
Route/Closure Map			Trash/Toilet Plan		
Draft Site Plan			Proof of Insurance		
			Closure/Route Sign		



SEO Draft Rules Application Contents- Sound

Section (of the ordinance)	Rule	What do customers need to do to follow the rule?	Notes/questions
4-20-31	<p>§ 4-20-31 Except as provided in subsection (C), an application must contain all of the information described in this section and in the rules adopted in accordance with Chapter 1-2 (Adoption of Rules) that is applicable to the even in order to be deemed to be complete.</p>	<p>Applications for events that include the use of outdoor sound equipment must include:</p> <p>Detailed Site Plan including:</p> <ul style="list-style-type: none"> • Adjacent streets clearly labeled • Arrow indicating direction of North • Accurate stage dimensions with orientation of sound • Location of stage, audience area and event perimeter • Sufficiently detailed for the staff to understand the site location and layout <p>Detailed Sound System Specs including:</p> <ul style="list-style-type: none"> • Size of speaker cones and number of main speakers • Size of speaker cones and number of subwoofer speakers • Size of speaker cones and number of monitor speakers • Size of speaker cones and number of main speakers of any other speakers being used for outdoor amplified sound <p>Talent list including Name(s) or the Tier Category(s) of the Artists(s) performing</p> <ul style="list-style-type: none"> • Talent Tier Categories are: 	



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- **Tier A Performers** - Bands/Artists who currently play **Stadiums/Arenas/Amphitheaters** *Examples include: U2, Beyonce, Radiohead, Coldplay, Metallica, Kanye West, etc.
- **Tier B Performers** - Bands/Artists who currently play **Large Clubs/Theaters** *Examples include: Spoon, Gary Clarke Jr., Migos, Foster The People, Portugal The Man, Avett Brothers etc.
- **Tier C Performers** - Bands/Artists who currently play **Small Clubs**

An application for a Tier 3 or Tier 4 Event will be considered complete prior to submission of a detailed site plan and detailed PA specs. However, the application must have enough information about the character of the outdoor sound for staff to understand potential impact and provide a preliminary recommendation on the application. The size of the stage and sound system and anticipated talent tier category must be included to receive a preliminary recommendation. The preliminary recommendation will be based on the information submitted in the application. If there are substantive changes after the preliminary recommendation has been provided the recommendation may be changed.



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<p>4-20-33</p>	<p>§ 4-20-33 NOTIFICATION OF A SPECIAL EVENT APPLICATION. 30 (A) An event organizer shall provide notification as described in rules 31 adopted in accordance with Chapter 1-2 (Adoption of Rules). 32 (B) Completion of the notification process does not guarantee approval of the special event.</p>	<p>For the purposes of Outdoor Sound:</p> <ul style="list-style-type: none"> • Notification is required when: the location of outdoor amplified sound is within 600' of property used as residential. • Notification is sent to: single family uses within 600' of the event site; multi-family uses adjacent to the site, and registered community organizations whose declared boundaries are within 600' of the event site. <p>Tier 1 (Right of Way Closure) – Approved Form signed by interested parties on the same side of the requested right of way closure; required before permit is issued</p> <p>Tier 1 (Outdoor Sound) – No Notification Required</p>	<p>Notes/Questions/Suggested best practices here</p>
		<p>Tier 2 (Street Closure) – Approved Form signed by interested parties with no more than 20% disapproval. If application meets notification deadlines, applicant can mail notifications; ; required before permit is issued</p> <p>Tier 2 (Outdoor Sound):</p> <ul style="list-style-type: none"> • Mailed notifications on approved form 	



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		<ul style="list-style-type: none"> • Event organizer must mail approved notification by 14th day after application submitted • Final determination on the outdoor sound may not be issued until 14 days after notification is mailed • Applicant is encouraged to submit application early to receive an earlier response • ACE will review all feedback received and consider comments when developing the sound impact plan 	
		Tier 3 (Street Closure and Outdoor Sound) – Mailed notifications on an approved form	
		Tier 4 (Street Closure and Outdoor Sound)– Mailed notifications on an approved form	
4-20-43	§ 4-20-43 - Use of Sound Equipment at Outdoor Special Event Venues	The music office shall conduct an appropriate level of investigation based on special event application submitted and its potential impacts to the surrounding community. The investigation may include on-site inspections and sound measurements, discussions with nearby residents and business owners, and any additional research relevant to assessing potential impacts. For an event on city parkland the music office shall coordinate its review and	



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investigation with the Parks and Recreation Department. For an event in a right of way closure area the music office shall coordinate its review and investigation with the Austin Transportation Department.

After conducting an investigation, the music office shall recommend approval or denial of the use of Outdoor Sound Equipment and prepare a Sound Impact Plan with appropriate conditions and restrictions. If necessary to protect public health and safety, the music office may include heightened restrictions in the sound impact plan for one or more of the following that exceed the standards required under Section 4-20-43 (*Sound Equipment for Outdoor Special Event Venues*):

1. limits on attendance and capacity;
2. decibel limits, which may include a C-weighted decibel limit in addition to standard A weighted decibel limit; and
3. hours of operation of outdoor sound equipment

The music office shall base its recommendation for approval or denial and the Sound Impact Plan on the following factors:

1. suitability of the site for outdoor music based on topography and proximity to



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- existing and future residential, commercial, and civic uses;
2. size and capacity of the site or venue covered by the application;
3. sound-mitigating design features proposed in the application, including building design, stage construction and orientation, buffering, size, location, and orientation of speakers;
4. restrictions on decibel levels or hours of operation proposed by the applicant, if any, beyond those required by Section 4-20-43;
5. ownership and operation of decibel meters;
6. availability of the applicant, or responsible party authorized by the applicant to make decisions regarding sound equipment, to attend and monitor outdoor music events;
7. potential for additional sound mitigation; and
8. history of noise complaints and violations at the site

Additional Review Criteria for Outdoor Special Event Venues within 600' of Residential

The music office shall conduct a higher level of investigation for outdoor special event venues



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		<p>within 600' of residential to determine its potential impacts to the surrounding community. Heightened restrictions on scale and intensity of sound equipment, decibel limits and hours of operation will be considered for outdoor special event venues within 600' of residential.</p> <p>If after review the Music Office determines the proposed site is not suitable for outdoor music, the staff will explore options to modify the event to allow an appropriate level of amplified sound, and provide guidance to the applicant to consider, regarding changes to the application.</p>	