



Applicant Prepared Notice Agreement

DevelopmentATX.com | Phone: 311 (or 512 974 2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

For Outdoor Music Venue Permit Applications

Instructions: City of Austin Code of Ordinances Section 9-2-54 (Notice of Application) requires that notice of submittal of application for an Outdoor Music Venue Permit be provided to every single-family property and registered neighborhood organization within 600 feet of the proposed permit and to every multi-family residential property adjacent to a new application. The notification requirement may be met by one of the following methods:

1. Notice prepared and mailed by City of Austin (applicant pays the notification fee and does not need to complete this form).
2. Notice prepared by applicant and mailed by City of Austin (in exchange for preparing the notification, the applicant does not need to pay the required notification fee).

If you wish to prepare the notification yourself (option two above), complete this agreement and submit it with your application in lieu of the required notification fee. At the time of submittal, you will receive an original copy of the notice and a list of addresses that the notice must be prepared for.



By signing and submitting this form you agree to prepare notice as specified below. Failure to follow these instructions completely or fully may result in application denial or permit revocation. If you have any questions or would like more information about this agreement, please contact city staff at 512-974-2686 or SoundPermits@austintexas.gov to receive guidance on and clarification of the intent of this process.

Applicant Prepared Notification Process

1. Applicant submits appropriate application to the Development Services Department's Entertainment Services Group in person or via email to SoundPermits@austintexas.gov along with all other material required by the application, this agreement, and payment of the appropriate fees. At the time of submittal, the applicant will receive an original copy of the notice to prepare and a list of addresses that the notice must be prepared for.
2. Applicant will at their own expense and time prepare one notification for every address on the list provided, to the specifications outlined in this document.
3. No later than _____ (14 days after application submittal – date will be filled in by City of Austin staff) applicant will meet with City of Austin staff to verify that the unsealed notification has been prepared correctly. This may be done without an appointment by calling 512-974-2686 or in person by scheduling an appointment with Sound Permit staff here: [Schedule an Appointment with the Permitting and Development Center \(PDC\) | AustinTexas.gov](#).
4. If the notice is found to comply with this agreement and City Code, the applicant will seal the envelopes and the notice will be dropped in the City of Austin's mailbox.
5. If the notice is not completed by the deadline or is found to be noncompliant with this agreement and City Code at any time, the application will be denied due to incomplete application. The applicant will be required to resubmit their application and must submit notification fee.

Notification Specifications

1. One notice must be provided for every address provided to the applicant.
2. Notices must be printed single-sided without alteration on standard white 8.5" x 11" paper.
3. One notice must be folded and placed in each standard white #9 or #10 envelope. Envelopes must be addressed exactly as provided by the City of Austin and stamped by the applicant.
4. Each envelope must contain the following return address:

CITY OF AUSTIN
Development Services Department
(PDC Building) Attn: Sound Review
P.O. BOX 1088
AUSTIN, TEXAS 78767-1088

5. Envelopes must be brought to City of Austin staff **unsealed** for inspection (unless other arrangements have been made with staff to verify completeness prior to being mailed).

Certification

I agree to prepare notice as specified in this agreement. I understand that failure to abide by the agreement completely or fully may result in application denial or permit revocation.

Applicant Signature: _____ Date: _____

For Office Use Only

Agreement Accepted By: _____ Date: _____

Notice Accepted By: _____ Date: _____