

Date Approved/ Disapproved	PD	Fire	Planning	Parks	Health

Office Use Only



**CITY OF SUGAR LAND
SPECIAL EVENTS APPLICATION**

1. Applicant Name: _____
Home Address: _____
Telephone Number: _____
Contact Person & Phone Number: _____
Address Permit can be mailed to: _____

2. If the special event is proposed to be conducted for, on behalf of, or by an organization, list the name, address, and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization.

Organization: _____
Address: _____
Telephone Number: _____
Head of Organization: _____

3. Date of Event & Chairman: _____
Address: _____
Telephone Number: _____

4. The special event will assemble at the location of _____
at _____ : _____ (a.m./p.m.).

5. The special event will begin at _____ : _____ (a.m./p.m.) and will terminate on or before
_____ : _____ (a.m./p.m.).

6. The special event will consist of approximately _____ persons, _____ animals, and _____ vehicles. Type of animals, if any _____ . Type of vehicles, if any _____ .
7. Will the event occupy all or a portion of the width of the streets to be traversed? (*a map or drawing will be needed*) _____ .
8. Purpose of special event. _____ .
9. Additional Comments/Information: _____

_____ .

By signature below, I certify the above information to be true and correct. Any misrepresentation made in this application, intentional or otherwise, is valid grounds for permit denial both in the present and at all future times.

Signature _____

Date _____



CITY OF SUGAR LAND
Special Events / Parade Permit City Contacts

Gretchen Pyle, DRC Coordinator, Planning Department (281) 275-2218 **temp. contact****
(Your contact for submitting Special Events/Parade Permit applications, relaying information to other departments regarding submittals, and issuing permits)

Police Department - Operations Bureau

(281) 275-2510

Lt. Justin Joyce

(Your contact for traffic issues and hiring off-duty Police Officers)

Parks Department – Reservations

Teresa Preza (281) 275- 2881

Fire Department

Glenn Turner Jr., Assistant Fire Chief (281) 275-2861

(Your contact for fire department review and approval of event permits)

Christina Vavrecka, Fire Prevention (281) 275-2852

(contact to coordinate special permits and/or inspections)

Special permits and/or inspections (possibly fees) required for public use:

Temporary structures/tents of greater than 200 Sq. Ft.

Amusement/Carnival rides

Fireworks Display (State License required)

Capt. Mick McLemore, Public Education (281) 275-2859

(contact for fire department participation at events)

Health Inspections (281) 275-2278

Jessica Spies

(Your contact for temporary health permits, should you have any food or drinks that aren't pre-packaged and/or temperature-sensitive)