

**TEMPORARY USE OF CITY RIGHT-OF-WAY**  
**TEMPORARY EVENTS, TEMPORARY SPECIAL PRIVILEGES**  
**REQUIREMENTS & PROCEDURES**

- A. **Application Fees are nonrefundable.**
- B. **FEES PAID TO THE CITY.** Fees shall be as authorized by City Council resolution. Prior to issuance of a Temporary Special Privilege the event fee shall be paid to the Department of Transportation. Prior to the issuance of a parade, public assembly or residential temporary event permit, the applicant shall deposit with the City, an amount equal to half of the estimated amount of all costs for services provided by the City. Payment of the remainder of the costs of providing on-duty law enforcement officers and any other traffic control costs shall be due and payable within ten business days of receipt of the bill from the Financial Services Department. If the deposited funds exceed the applicants total cost, the City will process a refund within 90 days after the conclusion of the event. The applicant shall be responsible for all costs of litter and debris removal. Payment of any city cleaning costs shall be due and payable upon receipt of the bill.
- C. **FEES PAID TO OTHERS.** The applicant will be responsible for paying for and providing any required security, barricades, and signs. The barricading and signing shall be manned and comply with provisions set forth in the Texas “Manual of Uniform Traffic Control Devices.” If the traffic control will be provided by peace officers other than El Paso police officers, the permittee shall be responsible for any and all costs associated with the hiring and use of those peace officers.
- D. **RESIDENTIAL TEMPORARY EVENT QUALIFICATIONS: Complete applications must be filled out and submitted at least 14 calendar days prior to the event.** Applications received less than 30 calendar days prior to the event shall pay a late application fee. Applications may be received more than seven days but less than 14 days where other good and compelling causes are shown, and the short notice does not unreasonably hinder or prejudice the City in preparing for the event. **At least two-thirds of the area must be residentially zoned, not exceed one residential block/intersection, and the event must be sponsored solely by the owners, residents, or tenants in the area, or their organization.**
- E. **RESIDENTIAL TEMPORARY EVENTS:** Temporary event permit requests may only be granted to residents or property owners adjacent to the area proposed to be closed in conjunction with the event. A neighborhood Association may submit a request for a temporary event provided the association submits a letter with the signature of the president accepting responsibility for the proposed event and designating one individual as the responsible planner/on-site manager of the event. The responsible planner/on-site manager of the event shall be the point of contact for all City personnel prior to and during the event. The responsible planner/on-site manager shall keep all documents related to the event on their person during the proposed event.
- F. **SPECIAL PRIVILEGE QUALIFICATIONS: Complete applications must be filled out and submitted at least 30 calendar days prior to the event. All events that do not qualify as a Residential Temporary Event, Parade, or Public Assembly must follow the Special Privilege Requirements.** Insurance shall be required in accordance with provisions of Section 15.08.120 prior to final approval of the application.
- G. **NOTICE OF PROPOSED CLOSURE:** A notice of proposed closure on a form provided by the Department of Transportation containing the name and address of each owner or occupant of real property abutting the boundaries of the area in which the temporary event or street closure will be conducted and a signed statement from one individual representing or constituting the owner or occupant of each property stating whether they consent to or object to the proposed event.
- H. **EMERGENCY ACCESS:** At least one lane (**20 feet**) of the street to be utilized will be capable of being opened at all times for access by persons requiring emergency access to properties by police, fire, and other emergency vehicles, and a traffic control plan must indicate location of this lane.
- I. **TRAFFIC CONTROL PLAN:** For applications requiring the use of city streets, a traffic control plan approved by Department of Transportation – 6<sup>th</sup> Floor, (915) 541-4050 shall be submitted showing location of all barricades, signs, and devices to be used for redirecting traffic around the closure area. A specific detailed map of the proposed street closure, public assembly area and parade route is required prior to processing the application request.

- J. **STATE HIGHWAYS:** If the parade, assembly, or temporary street closure is located on a State or Federal Highway, the written approval from the appropriate Governmental Agency is required in addition to the approval by the City of El Paso for the event. Use of TXDOT right-of-way shall not exceed four hours in duration. The use of IH-10, US-54, and Loop 375 is prohibited.
- K. **ALCOHOLIC BEVERAGES:** No sale, service, or consumption of alcoholic beverages is permitted in conjunction with a Temporary Event, or Special Privilege on portions of City right-of-way without the express written consent of the El Paso City Council. The sale and/or service of alcoholic beverages during events within portions of City right-of-way require a Resolution from the El Paso City Council.
- L. **RIGHT-OF-WAY CLEANING:** The applicant(s) shall be responsible for cleaning and removal of all litter and debris left on the roadways, sidewalks, and other public rights-of-way immediately upon the conclusion of the event. If the permittee fails to clean and remove all such litter and debris within **FOUR** hours of the end of the event, the City may perform such cleaning and the permittee shall be responsible for the costs of the City cleaning. Payment of any City cleaning costs shall be due and payable within **TEN** days of receipt of the bill from the City Comptroller.
- M. **CANCELLATION:** If the applicant cancels the event and notifies our office in writing at least 24 hours in advance of the scheduled event, the deposited amount, and/or applicable permit fees will be refunded, however, the applicant will be charged a \$30.00 administrative fee.
- N. Applicant will coordinate with applicable City departments, state or federal agencies to obtain any necessary permits and approvals required for the proposed event and use of premises, including but not limited to, sound amplification and the sale of alcoholic beverages.
- O. No permits shall be granted for areas the City does not hold open for public use. In addition, permits shall not be granted for the following areas: the exclusive use of a park, a city-owned parking lot, or facility such as City Hall, the El Paso Zoo, Cohen Stadium, Civic Center Plaza, improved parkways without sidewalks, or irrigation canal levees. The use of private property or schools shall require the written approval from the property owners or school administrators.

**TEMPORARY EVENT FEES**

**Application Fees:**

Residential Temporary Events (30 days prior to the event)	\$60.00
Residential Temporary Events (less than 30 days prior to the event)	\$120.00
Temporary Special Privilege (Downtown Plan Area)	\$200.00
Temporary Special Privilege	\$350.00

**Special Privilege Permit Fees:**

Street closure in Residential or Apartment Zone	\$100.00 per day
Street closure in Downtown Plan Area	\$100.00 per day
Street closure in Commercial or Manufacturing Zone	\$200.00 per day
Banner over public right-of-way	\$11.00 per day plus installation and removal
Single or Double-side mounting bracket	\$10.00 each plus installation and removal
Bracket Rental fee single-side mounting	\$30.00 each
Bracket Rental fee double-side mounting	\$50.00 each
Banner Program:	\$10.00 each

**RETURN COMPLETED APPLICATION AND PROCESSING FEE TO:**

Department of Transportation – Planning Division  
City Hall – 6th Floor  
#2 Civic Center Plaza  
El Paso, Texas 79901-1196  
(915) 541-4482 Phone  
(915) 541-4168 Fax



**DEPARTMENT OF TRANSPORTATION**  
**APPLICATION FOR TEMPORARY USE OF CITY RIGHT-OF-WAY**

1. **APPLICANT(S):** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

2. **CONTACT PERSON:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

\*This is the individual designated as the responsible planner/on-site manager of the event. This individual shall be the point of contact for all City personnel prior to and during the event. The responsible planner/on-site manager shall keep all documents related to the event on their person during the proposed event. All City correspondence will be made to and through this person.

3. **APPLICATION TYPE:**  
 Parade/Assembly     Residential Temporary Event     Downtown Special Privilege     Special Privilege

4. **TYPE OF Event:**  
 Parade/Procession     March/Demonstration     Race/Walk/Bike Race     Athletic Event  
 Block Party     Street Festival/Dance     Special Event/Celebration     Carnival/Bazaar  
 Street Display     Other Temporary Encroachment (Specify): \_\_\_\_\_

5. **EVENT NAME:**  
\_\_\_\_\_

6. **Purpose of Event (i.e. fundraiser, school activity, etc):** \_\_\_\_\_  
\_\_\_\_\_

7. **Charitable Solicitation Permit Number:** \_\_\_\_\_ \*A Charitable solicitation number is required for fundraisers projected to raise funds over \$500.00.

8. **LOCATION (Attach a Clear and Specific Map):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **ASSEMBLY AREA (If different from above):** \_\_\_\_\_

10. **ZONING:** \_\_\_\_\_ **DOWNTOWN:**  YES  NO **CITY REPRESENTATIVE DISTRICT #:** \_\_\_\_\_

11. **Traffic Control information. Include setup and cleanup times (This is the time for which you will be charged for closure of public right-of-way):**

Start Date of Traffic Control: \_\_\_\_\_ Start Time of Traffic Control: \_\_\_\_\_  
End Date of Traffic Control: \_\_\_\_\_ End Time of Traffic Control: \_\_\_\_\_

12. **Event information (This is the time and dates of the event):**

Start Date of Use or Event: \_\_\_\_\_ Start Time of Use or Event: \_\_\_\_\_  
End Date of Use or Event: \_\_\_\_\_ End Time of Use or Event: \_\_\_\_\_

13. **Approximate Number of Attendees:** \_\_\_\_\_ **Approximate Number of Participants:** \_\_\_\_\_

\*Section 13.32.080 requires applicants to keep parade route clean and free of animal excrement during the parade. Police Department fees for Temporary Event Permit applications are partially based on the number of anticipated participants and spectators. Inaccuracy within these numbers may result in inadequate police service for the event which could lead to safety hazards during the event.

14. **Will Amplification be used at the event:**  YES  NO

If amplification is being requested, specify the number and capacity of equipment proposed to be used.

Speakers \_\_\_\_\_ Capacity (watts) \_\_\_\_\_  Amplifiers \_\_\_\_\_ Capacity (watts) \_\_\_\_\_

Microphones \_\_\_\_\_ Capacity (watts) \_\_\_\_\_  Other (Specify) \_\_\_\_\_ Number \_\_\_\_\_ Capacity (watts) \_\_\_\_\_

\*Amplification utilized during the event shall comply with the noise standards set forth in Section 9.40 and 13.28 of the El Paso City Code.

15. **Purpose of the amplification:**  Advertising Goods or property  Services  Entertainment

\*If for the use at San Jacinto Plaza, amplification may only be used on the stage. If you wish to use this area, you must also contact the Parks and Recreation Department, City Hall, 6<sup>th</sup> Floor, (915) 541-4331 and reserve the stage. An additional fee will be charged for the use of this area. Additionally, other ordinances apply to restrict the use of city-owned property, including parks.

16. **Will Alcoholic Beverages be sold, served, or consumed on City Right-of-way:**  YES  NO

Establishment/ Organization obtaining the TABC permit in conjunction with the event:

\_\_\_\_\_

\*The Texas Alcoholic Beverage Commission (TABC) requires approval from the El Paso City Council to permit the sale and/or service of alcoholic beverages on city right-of-way, prior to and in addition to obtaining any temporary beverage sales permits from TABC.

17. **Method of Street/Right-of-Way cleaning:**  Applicant  City Cleaning Services  Other

(Specify): \_\_\_\_\_

\*The El Paso City Code requires applicants to clean the street, sidewalks, and other rights-of way, from all event litter and debris. In the event that the areas are not cleaned by the applicants within **Four** hours of the conclusion of the event, the City may perform such cleaning at a cost to the applicant. Arrangements may also be made in advance with the Street Department to perform the cleaning at a cost by submitting the enclosed form no later than fourteen (14) days prior to the event.

18. Applicant will coordinate with applicable City Departments, state or federal agencies to obtain any necessary permits and approvals required for the proposed event and use of premises, including, but not limited to, sound amplification and the sale of alcoholic beverages.

19. **Insurance shall be required in accordance with provisions of Section 15.08.120 for all special privilege applications.**

20. **RELEASE:** In consideration of the permit for use of city streets, sidewalks, and other public places, it is understood that the applicant(s) contained herein do hereby release and discharge the City, its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries, and damages that may be suffered which arise out of or result from participation in this event.

21. **ACKNOWLEDGEMENT:** I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay the processing of this application.

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Received By: \_\_\_\_\_ Date Received \_\_\_\_\_



## **TEMPORARY USE OF CITY RIGHT-OF-WAY REQUIRED DOCUMENTS**

- One (1) copy of completed APPLICATION FOR TEMPORARY USE OF RIGHT-OF-WAY form. Applications must be typewritten or printed in ink in legible form. Completed applications shall be accepted and scheduled on a first-come first-serve basis. Incomplete applications will not be processed by the Department of Transportation.
- **Parades:** One (1) copy of a map outlining the proposed parade route. Please include a written description of the proposed parade route.
- **Temporary Events:** One (1) letter from the Neighborhood Association President accepting responsibility for the event and designating the responsible planner/on-site manager during the event.
- **Temporary Events and Special Privileges:** One (1) copy of traffic control plan approved by Department of Transportation showing the location of all barricades, signs, and device to be used for redirecting traffic around the closed area for Temporary Events and Special Privileges.
- **Temporary Events and Special Privileges:** One (1) copy of the Notice of proposed closure with the signatures of the owners or occupants of the properties adjacent to the location of the proposed closures. If owners or occupants are unavailable or properties are vacant, an affidavit from the applicant or representative stating dates and times they attempted to contact the owner or occupant must accompany the application.
- **Temporary Events and Special Privileges:** One (1) completed copy of the request for City of El Paso cleaning services application if applicants are requesting the City of El Paso to clean the right-of-way after the conclusion of the event. (An additional fee may apply for street cleaning services) Please contact (915) 621-6750 for more information regarding street cleaning services.
- **Special Privileges:** One (1) copy of the Release of Liability form signed by the applicant or representative.
- **Special Privileges:** A certificate of liability insurance or self-insured affidavit with the required liability amounts as required per Section 15.08.120 of the El Paso City Code.
- **CASHIER'S VALIDATION.** Upon review and acceptance of the application by the Department, the required fee shall be paid at the Engineering Department Business Center 5<sup>th</sup> Floor City Hall Building, 2 Civic Center Plaza. After validation of the payment, the application form shall be returned to the Engineering Department/Traffic Division.
- **APPLICATION FEES ARE NON-REFUNDABLE.**
  - Residential Temporary Events (30 days prior to the event) \$60.00
  - Residential Temporary Events (less than 30 days prior to the event) \$120.00
  - Temporary Special Privilege (Downtown Plan Area) \$200.00
  - Temporary Special Privilege \$350.00

**IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT THE TIME THE APPLICATION IS SCHEDULED FOR REVIEW BY THE DEVELOPMENT COORDINATING COMMITTEE OR CITY COUNCIL, THE APPLICATION MAY, AT THE DISCRETION OF THE BODY HOLDING THE MEETING, BE POSTPONED, OR MAY BE HEARD WITHOUT THE APPLICANT (S) PRESENCE OR REPRESENTATION. IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT A POSTPONED MEETING, THE APPLICATION SHALL BE AUTOMATICALLY DISMISSED FOR WANT OF PROSECUTION. FAILURE TO RECEIVE A NOTICE BY THE CITY SHALL NOT EXCUSE FAILURE TO APPEAR.**

**Special Privileges: Insurance shall be required in accordance with provisions of Section 15.08.120 prior to approval of the application.**

As a condition of the special privilege, the applicant shall agree to indemnify, defend and hold harmless the city, its officers, agents, servants and employees from any and all claims, loss, damages, causes of action, suits, and liability of every kind, including all expenses of litigation for injury or death of any person, or for damage to any property, arising out of or in connection with licensee's use of the public right-of-way, regardless of whether such injuries, death, or damages are caused in whole or in part by the negligence of the city.

No special privilege shall be granted unless the applicant files with the city clerk a certificate of liability insurance as hereinafter set forth. If the policy is not kept in full force and effect throughout the term of the special privilege, the special privilege shall automatically become void.

The insurance policy shall be issued by an insurance company authorized to do business in the state of Texas and shall be reviewed by the city attorney. The policy shall provide in substance that the insurer will defend against all claims and lawsuits which arise and will pay any final judgment of a court of competent jurisdiction against the city, its officers, agents, servants or employees and the licensee, its agents, servants or employees. **The minimum amounts of such insurance shall be two hundred fifty thousand dollars (\$250,000.00) for death of or injury to any person in any one accident, five hundred thousand dollars (\$500,000.00) for death of or injury to two or more persons in any one accident, and one hundred thousand dollars (\$100,000.00) for property damage arising out of any one accident or other cause. The minimum amounts of insurance coverage may be increased by the city when it is in the best interest of the public.**

**The policy of insurance shall name both the licensee and the city as insured to the full amount of the policy limits.** Such policy shall inure to the benefit of any person in whose favor a judgment may be rendered, but may contain a provision that suit against the insurer may not be brought until the licensee has failed to pay the final judgment of a court of competent jurisdiction against him.

The policy shall contain a provision that it may not be canceled, revoked or annulled by the insurer without giving the city ten days' prior written notice. The grantee shall not surrender or release such policy without filing in lieu thereof another policy complying with the requirements of this section, or surrendering the special privilege.

Neither the city or any officer or employee thereof shall be liable for the financial responsibility of any insurer, or in any manner become liable for any claim, act or omission, relating the licensee's use of the public right-of-way.

No special privilege shall be granted to a self-insured grantee until the self-insured grantee has submitted to the city a sworn affidavit signed by a duly authorized representative identifying that the grantee is self-insured in accordance with the laws of Texas and stating that the grantee has sufficient funds to provide payment in the same amounts as are required to be maintained under a policy of insurance which is required of non-self-insured grantees to persons who suffer personal injury or property damage. The affidavit must be in a form and contain provisions which are acceptable to the city. The affidavit shall contain an affirmative recital identifying that the grantee shall meet, accept, perform and be bound by the same obligations and requirements of any grantee that is not self-insured as required by the provisions of this subsection. Where a self-insured grantee no longer meets the minimum levels of coverage required of non-self-insured grantees, the grantee shall be required to immediately provide the city with a certificate of insurance which demonstrates that the grantee has met the requirements of this subsection. The city may impose additional requirements upon a self-insured grantee in order to protect the public health, safety and welfare. The city reserves the right to require that a self-insured grantee provide a policy of insurance under this subsection as permitted by law.

**RELEASE:** In consideration of the permit for use of city streets, sidewalks, and other places held for public use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event.

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Signature of Applicant

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Date

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Organization/Sponsor, if any

**Please note:** If the special privilege is designed to be held by or for any person other than the applicant, the applicant shall attach a communication in writing from the person authorizing the applicant to apply for the permit.







**TEMPORARY USE OF RIGHT-OF-WAY  
REQUEST FOR CITY STREET CLEANING SERVICES  
(Only if City of El Paso Street Cleaning Services are requested by the applicants)**

Please note: This request must be submitted not later than two business days after the day the application is filed. If you have questions regarding street cleaning, contact the Department of Transportation, (915) 621-6750. **(Please type or print)**

1. Applicant:

\_\_\_\_\_  
Organization/Person

Contact  
Person:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number

2. Type of Event: \_\_\_\_\_

3. Date(s) of Event: \_\_\_\_\_

Time of Event: From \_\_\_\_\_ To \_\_\_\_\_

4. Proposed Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Total number of Participants and Spectators: \_\_\_\_\_

6. Type of cleaning requested: \_\_\_\_\_  
\_\_\_\_\_ Streets, sidewalks, and other right-of-way cleaning immediately upon the conclusion of the temporary event.

I hereby request that the City of El Paso provide the cleaning as checked above, as the City and its employees deem appropriate. I am obligated under the El Paso City Code to keep event areas clean of all litter and debris, whether caused by myself, participants, or spectators to the event. I agree to pay the City for the costs of such cleaning services when I am billed for such services.

**RELEASE:** In consideration of the permit for use of city streets, sidewalks, and other places held for public use, and any street cleaning services that may be provided, it is understood that the applicants contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for death, injuries, and damages that may be suffered which arise out of or result from any street or right-of-way cleaning relating to this event.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization/Sponsor, if any

**Please note: In the event that the City is unable to perform the requested street, sidewalk, and right-of-way cleaning services, you will be notified. Such notices do not relieve you of your obligation under the El Paso City Code to keep the event areas clean of all litter and debris, whether caused by you, participants, or spectators to the event.**

## SPECIAL PRIVILEGES: INFORMATION FOR THE APPLICANTS

Coordination with City of El Paso Departments and State of Texas Agencies is required for temporary events on City right-of-way). The following is a list of points of contacts for the departments and agencies involved in Temporary Events and Street Closures. Event Organizers are encouraged to meet with the affected departments prior to the commencement of the scheduled event. The following coordination will be required for the event:

- First Aid stations and portable toilets will be required for the event.
- All traffic control mechanisms must be installed as proposed in the approved Traffic Control Plan.
- Permittees are responsible for installation and removal of all traffic control devices.
- Drainage systems in the area must remain unimpeded. No perforations may be done to the sidewalks and pavement within public rights-of-way.
- Coordinate with El Paso Fire Department Fire Marshall's Office, Permits Section at (915) 771-1090.
  - A for-use increased fire occupancy permit will be required for the event. Fire Marshall Guards may be required for the event. Permittees will be responsible for any applicable fees related to Fire Occupancy and Fire Marshal Fire Guard requirements.
  - Fire apparatus access roads shall have an unobstructed (including off-street parking) width of no less than 20 feet.
  - Fire hydrants, fire department inlet connections, and fire department control valves shall not be obstructed in any manner to prevent such equipment from being immediately discernible.
- Emergency access will be required for El Paso Water Utilities (EPWU) personnel and vehicle access for emergency repair.
  - EPWU meters and manholes, water and sanitary sewer facilities must remain clear and unobstructed for EPWU personnel.
- Coordinate with Environmental Services to address garbage removal after the event at (915) 621-6706.
- Street cleaning services may be requested through the El Paso Street Department at (915) 621-6750.
  - The permittee shall be responsible for cleaning and removing of all litter and debris left on the roadways, sidewalks, and other public rights-of-way immediately upon the conclusion of the event. If the permittee fails to clean and remove all litter and debris within **four** hours of the end of the event, the city may perform such cleaning and the permittee shall be responsible for the costs of the city cleaning. Payment of any city cleaning costs shall be due and payable within **10** days of receipt of the bill from the city comptroller.
- Coordinate with the El Paso Police Department prior to the event. Araceli Mendoza (915) 564-7190.
  - The permittee shall coordinate with the Police Department to ensure that there is adequate emergency accessibility to and within the area as well as adequate safety provisions for the event.
  - The permittee is responsible for coordinating any requests for on-duty and/or off-duty Police Department personnel with the Auxiliary Support Division of the El Paso Police Department (915) 564-7000.
- Department of Public Health permits are required for food and beverages sold during the event. Applications must be received by the Department of Public Health at least **72** hours prior to the event. Coordinate with the Department of Public Health at (915) 541-4434.
- Coordinate with the Texas Alcoholic Beverage Commission for the sale and service of alcoholic beverages during the event at (915) 834-5860.