

**Planning Your Event**

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## Tier Examples

### Common Tier 1 Events:

- Use of public parking space(s) for food truck(s) to support an event
- Display vehicle such as a wrapped sponsor vehicle or a specialty vehicle
- Marketing on sidewalks such as specialty feather flags for sponsors or temporary arches that encroach into the public right of way

### Common Tier 2 Events:

- Block Parties on streets containing businesses or multifamily residences
- Use of public parking spaces for food trucks supporting a larger event in a City park/private property

### Common Tier 3 Events:

- 5K Run
- Street Festival
- Parade

### Common Tier 4 Events:

- SXSW
- Austin Marathon
- Trail of Lights

# Event Requirements

## Tier 1 Event

All requirements are due no later than three (3) business days prior to the first day of the event. An application cannot be turned in three (3) business days out and other requirements turned in one or two days later. An exception will be made for permit fee payments.

### All items due 3 business days prior to event:

- **ROWMAN (Right-of-Way Management Approval Network) Application**
  - Learn more about the ROWMAN application [here](#).
- **Sign-off form from businesses/residents affected by the requested Right-of-Way closure**
  - Download [here](#).
- **Certificate of Insurance**
  - Learn about ATD insurance requirements [here](#). (Different than PARD requirements.)
- **On-site contact for day of event**
- **APD/AFD/EMS approval** (if applicable)
- **Inclement weather plan** (if applicable)
- **Payment for all permit fees are required prior to issuance of event permit**

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## Tier 2 Event

All requirements are due no later than thirty (30) business days prior to the first day of the event. An application cannot be turned in thirty (30) business days out and other requirements turned in one or two days later. An exception will be made for permit fee payments.

Attendance at an ACE Meeting may be required.

### Due 30 calendar days prior to the first event day, unless noted:

- **ROWMAN (Right-of-Way Management Approval Network) Application**
  - Learn more about the ROWMAN application [here](#).
- **Sign-off form from businesses/residents affected by the requested Right-of-Way closure**
  - Download [here](#).
- **Certificate of Insurance**
  - Learn about ATD insurance requirements [here](#). (Different than PARD requirements.)
- **Site Plan**
  - See the Site Plan Requirements section on [Planning Your Event](#) for example plans and click [here](#) to view and download the list of minimum site plan requirements.
- **Street closure document**
  - Download [here](#).
- **Preliminary Engineered Traffic Control Plan**
  - Learn more about Traffic Control Plans [here](#).
  - See an example TCP [here](#) and a list of traffic control devices [here](#).
- **Safety Plan**
  - Will be developed in coordination with APD/AFD/EMS. Due prior to permit issuance—*not required at 30 days out*.

- **Event application approval from APD/AFD/EMS**
  - Will occur as part of the permit process—*not required at 30 days out.*
- **Barricade Provider Information**
- **Contact with Cap Metro** (if applicable)
- **Contact with Capitol Preservation Board & State Facilities** (if applicable)
- **Toilet/Trash arrangements**
- **Copies of TABC permits** (if applicable)
- **Payment for all permit fees are required prior to issuance of event permit**

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## Tier 3 Event

**Application with Event Route Map and/or Site Plan is due 120 calendar days prior to the first day of the event.**

Preliminary approval of the event, by ACE management, will be awarded at maximum 10 business days after receipt of ACE Application. Once preliminary approval has been issued, the event can move forward with meeting remaining requirements to receive their event permit.

### Due 10 calendar days after preliminary approval provided:

- **ROWMAN (Right-of-Way Management Approval Network) Application**
  - Learn more about the ROWMAN application [here](#).
- **Contact with Cap Metro**
- **Contact with Capitol Preservation Board & State Facilities** (if applicable)
- ***Non-grandfathered events draft notification mailer approved by ATD Special Events Staff***
- ***Non-grandfathered events notifications mailed.***
  - See [notifications](#) for more details.

### Due 60 calendar days prior to event:

- **Attend an ACE Meeting**
  - May be scheduled earlier.
- **Preliminary Engineered Traffic Control Plan**
  - Learn more about Traffic Control Plans [here](#).
  - See an example TCP [here](#) and a list of traffic control devices [here](#).
- **Street closure document**
  - Download [here](#).
- ***Grandfathered events draft notification mailer approved by ATD Special Events Staff***

### Due 30 calendar days prior to event:

- **Certificate of Insurance**
  - Learn about ATD insurance requirements [here](#). (Different than PARD requirements.)
- **Final Site Plan**
  - See the Site Plan Requirements section on [Planning Your Event](#) for example plans and click [here](#) to view and download the list of minimum site plan requirements.
- **Event application approval from APD/AFD/EMS**
- **Safety Plan**

- **Any additional public parking spaces needed for event support outside of closure submitted through ROWMAN.**
  - Additional fees will be required.
- ***Grandfathered Events notifications mailed.***
- **Toilet/Trash Arrangements**
- **Copies of TABC permits (if applicable)**

**Due 10 calendar days prior to event:**

- **Route signs placed**
- **Sealed Engineered Traffic Control Plan**
- **Payment for all permit fees are required prior to issuance of event permit**

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## **Tier 4 Event**

**Application with Event Route Map and/or Site Plan is due 180 calendar days prior to the first day of the event.**

Preliminary approval of the event, by ACE management, will be awarded at maximum 10 business days after receipt of ACE Application. Once preliminary approval has been issued, the event can move forward with meeting remaining requirements to receive their event permit.

**Due 10 calendar days after preliminary approval provided:**

- **ROWMAN (Right-of-Way Management Approval Network) Application**
  - Learn more about the ROWMAN application [here](#).
- **Contact with Cap Metro**
- **Contact with Capitol Preservation Board & State Facilities (if applicable)**
- ***Non-grandfathered events draft notification mailer approved by ATD Special Events Staff***
- ***Non-grandfathered events notifications mailed.***
  - See [notifications](#) for more details.

**Due 60 calendar days prior to event:**

- **Attend an ACE Meeting**
  - May be scheduled earlier.
- **Preliminary Engineered Traffic Control Plan**
  - See an example plan [here](#) and a list of traffic control devices [here](#).
- **Street closure document**
  - Download [here](#).
- ***Grandfathered events draft notification mailer approved by ATD Special Events Staff***

**Due 30 calendar days prior to event:**

- **Certificate of Insurance**
  - Learn about ATD insurance requirements [here](#). (Different than PARD requirements.)
- **Final Site Plan**
  - See the Site Plan Requirements section on [Planning Your Event](#) for example plans and click [here](#) to view and download the list of minimum site plan requirements.
- **Event application approval from APD/AFD/EMS**

- **Safety Plan**
- **Any additional public parking spaces needed for event support outside of closure submitted through ROWMAN.**
  - Additional fees will be required.
- ***Grandfathered Events notifications mailed.***
- **Toilet/Trash Arrangements**
- **Copies of TABC permits (if applicable)**

**Due 10 calendar days prior to event:**

- **Route signs placed**
- **Sealed Engineered Traffic Control Plan**
- **Payment for all permit fees are required prior to issuance of event permit**

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## **Neighborhood Block Party**

**Criteria:**

- It is a residential street — no commercial or multi-family properties.
  - No bus route operates on the street.
  - The area does not include intersections and will not affect a traffic signal.
  - The area is a full, single block to be closed off with barricades.
1. **Complete the [neighborhood block party application](#) at least 10 days before the date of the event.** With it, you'll need the following documents:
    - **Sign-off form with 80% approval** from the residents on the street. Download [here](#).
    - A **diagram of your block** that shows closures and items that will be placed on the street. Download the template that matches your area: [cul-de-sac](#) or [street block](#).
    - A **rental quote for barricades**. If you would like to rent from the City of Austin, our inventory has the following items available to be rented for free, on a first-come, first-served basis.
      - Four (4) Type One barricades
      - Four (4) barricade lights
      - Two (2) "Road Closed" signs
      - Two (2) high-visibility vests
  2. **Apply for a "Street Event" permit** through the [Right of Way Management Approval Network \(ROWMAN\)](#). Learn more about the ROWMAN application [here](#).
  3. **Pay the \$50 permit fee.** Payment can be made online, by mail, or in person at the [Service Center](#) (formerly Permit Center). *505 Barton Springs Road, Austin, Texas*

For more Information: <http://austintexas.gov/blockparty>.

If the block doesn't meet these requirements, then it would be considered a [Tier 2](#) closure and an ACE Application must be submitted.

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## ROWMAN (Right of Way Management Approval Network) Application

Any events requesting to use the public right-of-way (street, sidewalk, alleyway, or parking spaces), must submit an application through the Right of Way Management Network (ROWMAN) as well as an ACE Application. A ROWMAN application is required to ensure the event closure is included in the City of Austin's permitting system. This allows the event manager to identify any potential conflicts included construction and event closures.

See [here](#) for ROWMAN information, and [here](#) for info about the parking permit request process.

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## Notice of Proposed Closure (Notifications)

### Non-grandfathered events

The event organizer must issue a notice of proposed closure to all interested persons within 200 feet and neighborhood associations within 0.5 miles no later than the 10 calendar days from receiving a preliminary application approval from ACE. The notice must be approved by ACE Austin Transportation Department contact prior to mailing. The City creates the notification lists for the event organizer and must approve the notice of proposed closure letter, map, and forms prior to mailing. The notice of proposed closure must include dates and times of the event, a map showing the closure area, contact information and information on how to approve or object the proposed closure. Applicant must provide proof of date of mailing.

### Approval and Objection Process (Section 14-8-28 of the Ordinance)

Interested residents and businesses within 200-ft. and neighborhood associations within 0.5 miles must submit their approval or objection to the City within 14 calendar days. If 20% of the interested residents or businesses who were provided notification or an interested neighborhood association object to a proposed closure, City Council action is required for the event to move forward.

### Grandfathered Events (14-8-28 (E) of the Ordinance)

An event is considered a grandfathered event if it has been held for 10 years or more and has not received a violation or changed its character, location, or route.

Notifications for grandfathered events must be mailed no later than 30 days prior to the first day of the event. The City creates the notification lists for the event organizer and must approve the notification prior to mailing. Information must include dates and times of the event, and a map showing the closure and contact information. Applicant must provide proof of date of mailing.

**Austin Transportation may require additional notifications for both grandfathered and non-grandfathered events.**

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## Traffic Control Plan (TCP)

A traffic control plan (TCP) describes temporary traffic control measures and devices used to facilitate vehicular and pedestrian traffic around a temporarily closed area, such as a construction zone or special event. TCPs are required to be signed and sealed by a Certified Professional Engineer(PE), and the final engineer-sealed TCP must be approved by the City of Austin Transportation Department, Right-of-Way Division.

See an example TCP [here](#) and a list of traffic control devices [here](#).

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