

Date Approved/ Disapproved	PD	Fire	Planning	Parks	Health

Office Use Only



CITY OF SUGAR LAND
SPECIAL EVENTS / PARADE APPLICATION

1. Applicant Name: _____
Home Address: _____
Telephone Number: _____
Email: Address: _____
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: _____
Address/ location being requested: _____

4. The special event will assemble at the location of _____
at _____ : _____ (a.m./p.m.). The special event will require set up time 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 or being requested? _____ (ex. police car)
7. Will the event occupy all or a portion of the width of the streets to be traversed? (*a map or drawing is required – attach to application*) _____ .
8. Purpose of special event. _____ .
9. Will you be serving food?: _____ .
10. Additional comments or requests: _____ .

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 _____

(information sheet on page 3)



CITY OF SUGAR LAND
Special Events / Parade Permit - City Contacts

Gretchen Pyle, DRC Coordinator, Planning & Zoning Department (281) 275-2218

(Your contact for submitting Special Events/Parade Permit applications, relaying information to other departments regarding submittals, and issuing permits)

****APPLICATIONS CAN BE EMAILED TO GPYLE@SUGARLANDTX.GOV OR FAXED TO:
(281) 275-2771**

Police Department - Operations Bureau

(281) 275-2510

Lt. Justin Joyce

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

Parks Department – Reservations

Jessica Luna (281) 275- 2881

Teresa Preza (281) 275- 2881

Fire Department

Fire Marshal Gerald Cullar (281)275-2856

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

Temporary structures/tents of greater than 200 sq ft

Fireworks display (State License Required)

Public Education Captain Trent Herrod (281)275-2859

Fire Department participation at events (including request for a fire truck).

Health Inspections (281) 275-2279

Nicole Guevara, Sanitarian

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

r:\public\special events\forms\special events permit.doc (updated 6/9/11)