

Special Event Guide

Special Event & Temporary Land Use Guide for Applicants

Hosting a parade, festival, block party, or outdoor gathering? Here's what you need to know.

Step 1: When Do I Need a Special Event Permit?

You need this permit if your event:

- Uses or closes a public street, alley, or sidewalk.
- Includes a parade, race, or festival.
- Requires barricades, tents, stages, or amplified music in public areas.

Step 2: When Do I Need a Temporary Land Use (TLU) Permit?

You need this in addition to a Special Event Permit if your event:

- Takes place on a vacant lot or property not normally used for events.
- Includes carnivals, rodeos, mobile food vending parks, or event centers.
- Lasts more than a short-term, single occurrence (some uses allowed up to 1 year).

According to Section 4.05 of the City of Midland's Zoning Land Use Regulations (Article 4: Temporary Uses of Land):

Temporary uses allowed include:

- Carnivals, fairs, circuses, amusement facilities
- Seasonal retail (plants, produce, Christmas trees)
- Mobile food vendors at fixed locations for more than 4 consecutive days
- Religious or cultural observances/performances
- Outdoor music (especially if after 10:00 p.m.), and any activity involving alcohol sales
- Roping arenas, freight containers
- Outside sale of dogs (under specific animal health and licensing conditions)

Step 3: When Do I Need a Health Department Permit?

You need this if:

- You are serving or selling food/drinks.
- You apply at least 72 hours before the event.
- Each permit is valid for up to 14 days at one location.



Step 4: Application Checklist

- Completed application form
- \$50 application fee (non-refundable)
- \$250 clean-up/damage deposit (refundable)
- Site map (showing route, parking, dumpsters, tents, booths, barricades)
- Restroom/portable toilet plan
- Security plan (# of officers)
- Parking approval from landowners (if private property)
- Departmental sign-offs (Police, Fire, Health, Engineering, Solid Waste, Community Services if park)
- TABC permit if alcohol will be served
- County approval if event is on County property

Step 5: Deadlines

- Special Event Application: At least 15 days before your event.
- Temporary Land Use (TLU) Permit: Allow 30+ days if public hearing required.
- Health Department Food Permit: At least 72 hours before event.

Step 6: After the Event

- City inspects the site.
- Your \$250 deposit is refunded if there are no damages or clean-up issues (UPON REQUEST).

Tip for Applicants: Submit early! Because TLU approvals may require Council action, it's best to apply at least 45 days before your event if land use or food service is involved.