

## Special Event Parking Lot Permit Program

**Purpose:** To ensure the safety of Entertainment District area residents, visitors, and businesses; to provide a systematic approach to parking and traffic management for special events; and to protect Entertainment District businesses from operation disruptions due to special events.

**Structure:** A permit to operate a special event commercial parking lot will be issued to property owners or lot operators who are eligible and who complete a simple application. To be eligible for a permit, the following requirements would apply:

- Parking lot must NOT be located within the limited-access area as shown on the back of this page
- Parking lot must be on property that has a verifiable non-residential primary use, such as an operational business, church, school, etc. OR applicant must show proof of an imminent non-residential use
- Lots must be paved, striped, and lit according to city ordinances (some minor lighting variations may be permissible based on the submitted parking plan)
- Operators must provide a minimum of two attendants at each lot during the parking process; one attendant for the duration of the event
- Appropriate signage indicating the lot has been approved by the City must be posted (standards listed in ordinance)
- Permit must be renewed annually
- Expansion of existing parking area without accompanying expansion of primary business is not permissible

**Permit Fee:** Less than 50 parking spaces: \$150  
Between 50 and 200 parking spaces: \$300  
201 parking spaces or more: \$400  
Annual Renewal Fee: \$150

**Application process:** Each property owner or lot operator seeking a license will need to fill out an application form which will ask for the following information:

- Contact Information
- Sales Tax ID Number
- Proof of Liability Insurance
- Site Plan to scale, showing parking layout, ingress and egress, lighting, attendant locations, and number of spaces
- Notarized permission form from property owner if applicant is acting as an agent of the owner (part of the application form)

**Enforcement:** Enforcement may include fines up to \$500 per violation (each vehicle parked on a lot constitutes a separate violation). The City will reserve the right to close any lot that interferes with traffic management on adjacent street.

**Questions? Please Call:** Lyndsay Krodel, 817-459-6653

**Limited Access Area**  
**(Parking Lots may NOT be located in the areas shown in yellow)**

