



Special Event Permit

NOTICE OF PROPOSED CLOSURE

Temporary Use of Public Right-of-Way



Special events occurring on a public street in the City of El Paso require notification to Neighborhood Associations, residents, businesses, and/or property owners/managers whose property is located within or adjacent to the event’s boundaries. The survey included on the lower section of this notice is used by the event organizer to address any concerns related to the event prior to a permit being issued by the City. For additional information concerning the actual event at this location please refer to the enclosed map or contact the Event Organizer listed below.

 (Event Organizer or Representative’s Name)

 (Phone Number)

 (Email Address)

 (Company Name)

 (Event Name)

Event Date(s):	Start Time:	End Time:

Property Owner / Property Manager / Tenant / Neighborhood Association

If you have concerns about or objections to the event, please fill out this section completely and return the form no later than fourteen (14) days after receipt of this letter to: **El Paso Downtown Management District, ATTN: Ricardo Bustamante, 201 E. Main Ste. 107, El Paso, Texas 79901** or send an email to rbustamante@elpasodmd.org listing all of the pertinent information included below.

 (Print Name and Title, if applicable)

 (Signature)

 (Address)

(Phone Number)

(Email Address)

Please Check One:

Residence Business:

Neighborhood Association:

Reason for objection or other comments:
