



APPLICATION FOR SPECIAL PERMIT
ENTERTAINMENT AND CULTURAL ESTABLISHMENT

Name of Establishment:
Establishment Physical Address:
Name of (Owner/Tenant) to Establishment:
Establishment (Owner/Tenant) Mailing Address:
Establishment (Owner/Tenant) Telephone Number:
Establishment (Owner/Tenant) E-mail Address:

Establishment is: [ ]New [ ]Existing

Type of Establishment: [ ] Bar Restaurant [ ] Cabaret [ ] Dance Hall [ ] Disco [ ] Nightclub [ ] Music Venue
[ ] School of Dance [ ] If Other Describe:

Name of Agent to Establishment:
Agents Mailing Address:
Agents Telephone Number:
Agents E-mail Address

Submission checklist:

- [ ] Site Plan (Must be to scale and legible)
[ ] Floor Plan (Building Square Footage) Square Feet
[ ] Applicant's plan describing the efforts that will be made and the measures that will be implemented to accomplish the aims of (c) Subsections (3) and (4) of Section 138-333 of the Code of Ordinances.

(3) A special permittee shall make necessary and reasonable efforts to discourage criminal activity and vandalism, both on the site and on adjacent properties. Such measures may include the provision of adequate and sufficient lighting, the elimination of dark areas, and the hiring of security personnel.

(4) A special permittee shall make necessary and reasonable provisions to keep litter to a minimum, and to keep it from blowing onto or being deposited on adjacent streets and properties.

(Establishment Owner/Tenant Print) (Date) (Establishment Owner/Tenant Signature) (Date)

(Agent to Establishment Print) (Date) (Agent to Establishment Signature) (Date)

(For Office Use Only)

(Date; Initials; Notes, etc.)

- [ ] Application fee paid
[ ] Parking fee paid
[ ] Compliance Plan reviewed
[ ] Compliance Plan approved
[ ] Maximum occupancy
[ ] Additional requirements or limitations are attached



Planning Department  
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Email: [planning@mcallen.net](mailto:planning@mcallen.net)

### **REQUIRED SECURITY AND LITTER PLAN**

A security and litter plan is required and must address issues and concerns relating to safety and sanitation. A Special permit applicant must submit the proposed plan for review and approval before permit issuance. Creating a safe, clean and decent environment benefits all concerned. The relevant text from **Sec. 138-333(c)** of the McAllen Code of Ordinances is reproduced below:

#### **McALLEN CODE OF ORDINANCES**

**Sec. 138-333(c)** provides in relevant part:

(c) ECOD special permits may be issued to entertainment or cultural establishments within the boundaries of the ECOD, for a period of five years, subject to the following requirements and limitations: ]...]

(3) A special permittee shall **make necessary and reasonable efforts to discourage criminal activity and vandalism, both on the site and on adjacent properties.** Such measures **may include the provision of adequate and sufficient lighting, the elimination of dark areas, and the hiring of security personnel.**

(4) A special permittee shall **make necessary and reasonable provisions to keep litter to a minimum, and to keep it from blowing onto or being deposited on adjacent streets and properties.**

**Following are some suggestions for your consideration:**

**Security:** If you intend to hire **security guards** specify how many, their assigned locations, their assigned duties and/or tours, the hours they will work, **the types of devices** hired staff will use (examples: handheld radios, counters, flashlights, etc). Describe or illustrate on the floor plan how many working or dummy **security cameras** will be installed and their locations.

**Lighting:** Indicate how many lights are being proposed interiorly and exteriorly, the type of lighting that will be used, their wattage, and location. Submission of a lighting plan is best; otherwise detail the information in writing. **SPECIAL ATTENTION SHOULD BE GIVEN TO ANY ALLEY AREA ABUTTING THE ESTABLISHMENT.**

**Litter:** Describe how your plan will address adequate sanitation for your facility and waste addressing the **surroundings of the establishment and the inside of the establishment.**