



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

---

Name of Event: Wildlife Habitat Garden Tour & Plant Sale

Date(s) of Event: May 16 - 17, 2026

Location Address: Start: 1612 S. Evanston Ave  
End: 448 S. Zurich Ave

Council District(s): 3, 4, 5

Event Description: A native plant garden tour with people selling native plants in the driveways. People tour the 5 homeowners gardens and then have the opportunity to purchase native plants.

**Event Category:** Miscellaneous

**Event Includes:** Private Property, Plant Sales

Anticipated Attendance: Total: 900

Per Day: 450

Anticipated Participants: Total: 850

Per Day: 450

Number of Events for Monthly Event: No

### **Host Organization, Applicant and Professional Event Organizer Information**

---

Host Organization: Tulsa Audubon Society

Website: www.tulsaaudubon.org

Chief Officer of Host Organization: Mary Jackson

Email and Phone: mkjackson@cox.net 918-688-3952

Applicant Name: Mary Jackson

Email and Phone: mkjackson@cox.net 918-688-3952

Professional Event Organizer:

Email and Phone:

On-site Contact: JULIA HARRIS

Mobile: 918-493-2388

Billing Contact: Tulsa Audubon Society

Phone: 918-688-3952

Billing Address: 7511 E 89TH PL S  
Tulsa, OK 74133

### ***Event Timeline and Lane/Street Closure Information***

---

**Event Setup:** Date: 05/16/2026 Time: 8:00 am  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: N/A

**Event Start:** Date: 05/16/2026 Time: 9:00 am  
Street Closure for Event Start: Date: Time:  
Street(s) to be Closed for Event Start: N/A  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 9 a.m. - 5 p.m.

**Event End:** Date: 05/17/2026 Time: 5:00 pm  
Street Reopens after Event End: Date: Time:

**Event Teardown:** Date: 05/17/2026 Time: 6:00 pm  
Street Reopens after Event Teardown: Date: Time:

### ***Secondary Permits Required***

---

Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 0  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number & Sizes of Tents: 0 Provider and Phone: Tents are spaced according to TFD guidelines. 10x10 tents not separated by 12 feet are considered as a group. More than 4-10x10 tents or 2-10x20 tents in a group require a Tent Permit. Each group of tents not separated by 12 feet requires a Tent Permit.

Number of Inflatables: No 0 Provider and Phone: NA  
Number of Amusement Rides: No 0 Provider and Phone: NA  
Use of fireworks, rockets, lasers, or other pyrotechnics: No  
Provider and Phone: N/A

## **Security, Medical, Traffic Control, Crowd Management and Parking Plans**

---

Security and/or Police: No Contact, Email and Phone: N/A

Medical and/or First Aid Services: No Contact, Email and Phone: N/A

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

Equipment Setup: Date:                      Time:                      Equipment Pickup: Date:                      Time:

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

Equipment Setup: Date:                      Time:                      Equipment Pickup: Date:                      Time:

Parking Type: Street

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

## **Sponsor and Other Event Information**

---

Event Sponsor(s): Tulsa Audubon Society

Park: No Name of Park and Location: N/A

Drone: No

Portable Toilets: No Provider and Phone: N/A

Total Number of Portable Toilets: 0                      Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date:                      Time:

Equipment Pickup: Date:                      Time:

Other Event Information: See attachment(s). Due to weather, timelines for activities (including relocation, if necessary) are subject to change.

440 S ZURICH AVE E Tulsa, OK 74112

448 S ZURICH AVE E Tulsa, OK 74112

7305 E 27TH ST S Tulsa, OK 74129

1612 S Evanston Ave Tulsa, OK 74104

5328 E 26th St Tulsa, Ok 74114

**Entertainment and Related Activities**

---

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time: N/A

Finish Time: N/A

Please describe the sound equipment that will be used for your event:

N/A

Sound checks conducted prior to the event: No

Start Time: N/A

Finish Time: N/A

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

N/A

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

Will have a sign in the homeowners yard

**Mitigation of Impact**

---

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: At end of garden tour any remaining plants will be taken away and any pop up used will also be taken out. Expect to be done by 6:00 pm or shortly afterwards

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents

If not presented, please explain:

N/A

**Affidavit of Applicant**

---

I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other regulatory entity related to this Event. I agree to pay and be financially responsible for any costs and fees that may be incurred by the City of Tulsa due to the Event. I further agree to indemnify and hold harmless the City of Tulsa, and all City of Tulsa officers, employees, agents, representatives, from any claims (including cost of defending such claims) or damages that may arise from activities related to the Event. I understand that a Permit does not excuse my failure to comply with orders of law enforcement personnel, firefighters, City Event personnel, or emergency workers, and does not provide immunity from civil claims of third parties that are based upon injuries sustained at, or in conjunction with this Event.

Initials:                     On File

---

**For City of Tulsa Special Events Committee Use Only**

Date received: 4/29/2026      Date routed: 5/5/2026      Date for review: 5/6/2026

Special Events Committee Recommendation: \_\_\_\_\_      Yes  No  \_\_\_\_\_

Date routed to Mayor: \_\_\_\_\_      Mayor's Recommendation: Yes  No  \_\_\_\_\_

Date routed to Council: \_\_\_\_\_      City Council Approval: Yes  No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_      Comments: SEC meeting 05/06/2026. Additional fee  
paid 05/02/2026.

---