



# Chaffee County Planning & Zoning Department

P.O. Box 699/104 Crestone Ave.  
Salida, CO 81201

719.539.2218/www.chaffeecounty.org

## APPLICATION FOR SPECIAL EVENT PERMIT

<u>GENERAL INFORMATION</u>		
NAME OF EVENT	_____	
ADDRESS OR GENERAL LOCATION OF EVENT	_____	
EVENT SPONSOR	_____	
PRIMARY REPRESENTATIVE	_____	
MAILING ADDRESS	_____	
TELEPHONE	FAX	E-MAIL
_____	_____	_____
<p>Note: If the applicant is to be represented by an agent, the above information shall be provided, and a notarized letter signed by the applicant authorizing the agent to represent the applicant is required.</p>		

**NOTE: 1.** If your event is to occur at a facility already permitted by the County for Special Events, or is a private family event, or **does not use County roads** and has an expected attendance of **less than 500** this application is **not** required.

**Application fee:** \$150.00 **non-refundable** administrative processing fee for all special events applications

**Additional fees:** Additional compensation may be required from the applicant to cover additional costs for review, or if the operation of the event causes the County or another public service provider to incur expenditures for personnel, materials or other needs, including County Road and Bridge, Sherriff, EMS, or Emergency Management.

**Event Signage:** If the event includes use of County roads or State highways, posting of signs warning the public that the event is in progress are required at one or more conspicuous locations throughout course. No permanent paint may be used on county roads to mark course routes. Removable markings may be used but must be removed from the county road by the applicant within 24 hours of completion of the event. Costs to remove pavement markings shall be billed to the applicant.

All information on this form must be filled out completely. Attach additional sheets **ONLY** if necessary. **Any application that is submitted with "please see attached" on any line will be considered incomplete and returned to the applicant.**

**Clean-up Bond or Deposit:** A refundable deposit shall be provided to cover clean-up and restoration. The customary deposit shall be \$1000, but may be adjusted as determined by the Planning Director or Board of Commissioners depending on the nature of the event.

\_\_\_\_\_  
**Staff Use Only:** Application received by \_\_\_\_\_ Date \_\_\_\_\_  
Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_

### SPECIAL EVENT PERMIT SUBMITTAL REQUIREMENTS

Complete and submit application at least 40 days prior to the proposed event, and include the following information and any additional information relevant to evaluating the impact of the event. Refer to **Article 4.2.7** of the Chaffee County Land Use Code for additional specifics on the required submittals and operational requirements for special events. Attach additional sheets as necessary.

**General Description of the Event:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. **General Location and / or Street Address.** Identify event locations(s) and attach map showing the areas impacted by and surrounding the event. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. **County Roads Used (if any).** Identify all County roads which may be used in the event and for which durations, and whether closures are required. Attach maps showing all road segments. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **Event Dates and Hours.** \_\_\_\_\_  
\_\_\_\_\_
4. **Estimated Attendance.** Staff \_\_\_\_\_ Participants \_\_\_\_\_ Spectators \_\_\_\_\_
5. **Property Owner.** The name of the owner of the property; if different than the applicant, a notarized letter from the owner consenting to the application must be submitted. If the land is public lands, the approval document of the land management agency for use of the land will suffice. \_\_\_\_\_  
\_\_\_\_\_
6. **Previously Approved Uses.** Identify all land uses or special events permits previously approved for the property. \_\_\_\_\_  
\_\_\_\_\_
7. **Site Plan.** Attach site plan describing the proposed event, including parking, trash collection, sanitation, food service, and temporary structures, and showing all present land uses, including structures, driveways, wells, septic systems and other improvements on the property. Also show physical and natural characteristics, including streams, irrigation ditches, ponds, soils, roads, vegetation, and geologic hazards.
8. **Signage.** Describe the signs, if any, used to advertise the event, including size, location, how many signs are proposed and how long the signs will be posted. The signage plan shall include copies of any agreement and or contracts with appropriate property owners, agencies or companies. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **Utilities and Trash.**

a. **Potable Water.** If potable water is required, identify the source. Attach copies of agreements with companies providing facilities, if applicable. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. **Sanitation.** Describe sewage disposal and toilet facilities to be provided. Identify location of all toilet facilities on the site plan. Attach copies of agreements with companies providing facilities, if applicable. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. **Temporary Power and Exterior Lighting.** Identify all temporary power requirements, proposed lighting fixtures and their locations and explanation of compliance with the Chaffee County Land Use Code and Building Code. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. **Trash Disposal.** Describe trash collection facilities to be provided. Attach copies of agreements with companies providing facilities, if applicable. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **Food and Beverage Concessions.** Identify if food and beverage sales, including alcohol, will be included with the event, and which vendors will be used. If vendors are used, attach a copy of all required permits, including sales tax licenses. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. **Traffic, Parking, and Crowd Control.** Identify methods to control vehicular traffic, parking, pedestrian traffic, and crowds during the setup, operation, and removal of the event; including traffic circulation, dust control, signage and course markings, and security, as applicable. Attach additional maps and descriptions as appropriate. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. **Emergency Situations/Services.** Provide description of emergency plan identifying which emergency services are needed. Attach agreements with Chaffee County EMS and/or Chaffee County Sheriff's Office. Complete the Medical and Communications Plan and include with packet. Chaffee County EMS has the first right of refusal for any and all ambulance transport within Chaffee County. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. **Off-Site Impacts.** Identify off-site impacts that may occur as a result of the special event, and identify communications plan for informing residents and visitors about the event to minimize impacts to adjacent property owners and County citizens. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. **Pets and Domestic Animal Control.** Identify how pets or other domestic animals will be confined to the parcel on which the proposed event is to occur, if applicable. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. **Weed Mitigation.** Describe mitigation measures to ensure that the event does not contribute to the spread of noxious weeds. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. **Budget.** Any applicant requesting a waiver of fees must submit a financial statement from the group requesting the fee waiver. The financial statement must include both revenues and expenditures, including payment to any persons, monetary and/or in-kind related to the event.

17. **Insurance.** Attach copy of a general liability insurance policy in an amount to be reasonably determined by the County Attorney will be in effect for the duration of the special event. At a minimum, **the applicant must have an insurance binder showing coverage of not less than \$990,000 per occurrence.** The County, its officials, employees and agents, and owners of adjacent property as reasonably determined by the County shall be named as additional insured parties in the policy.

18. **Additional Information.** The Planning Department or the Board of County Commissioners may require additional information as may be deemed necessary in order to review the application adequately. Such Information will be identified at the pre-application meeting and shall be attached to this application, for example, roadway impact analysis.

19. **References.** If applicable, list prior similar events held in Chaffee County or in other jurisdictions.

**One (1) complete copy of the application is required.** Each copy shall include all required information, including this application form. Incomplete applications will be returned to the applicant.

The application will be reviewed by the Chaffee County Planning Department, which will determine whether it can be approved administratively or if it requires approval by the Board of County Commissioners. If Board approval is required, the Board will make a decision following a public hearing.

The applicant or a representative is required to attend all meetings. Failure to attend may result in the application being tabled or denied.

**Applicant's Statement:** If this application is approved, the undersigned agrees to pay the total cost incurred by the County or another public service provider relating to the event such as costs in connection with conducting any road closure or traffic control, expenditures for personnel, materials or similar needs, including County Road and Bridge, Sheriff, EMS or Emergency Management. The undersigned agrees to the requirements of the County's Special Event Permit regulations and the terms of the permit and accepts responsibility for any cost in excess of the estimated cost agreed upon prior to the event. This additional cost, payable to Chaffee County, is due upon request following the event. If the estimated cost exceeds the actual cost, the balance will be refunded. If the applicant fails to pay any such excess upon request, and Chaffee County files suit to recover such amount, Chaffee County shall be awarded the amount

owed plus its reasonable attorney's fees and costs.

**THE APPLICANT RELEASES AND AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS CHAFFEE COUNTY, ITS ELECTED OFFICIALS, OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL LOSSES (INCLUDING ATTORNEY'S FEES AND EXPENSES), CLAIMS, DIRECTLY OR INDIRECTLY, DEMANDS, SUITS, ACTIONS OR PROCEEDINGS OF ANY KIND WHATSOEVER IN ANY WAY RESULTING FROM THE SPECIAL EVENT. THE COUNTY HAS ABSOLUTELY NO FINANCIAL OBLIGATION TO ANY PERSON OR ENTITY ARISING OUT OF THE SPECIAL EVENT.**

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I, the undersigned, certify that all information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration and may justify termination of this event if discovered at a later date.

I understand that if this application is approved, it is conditioned upon compliance with the policies and procedures of Chaffee County governing special events.

I certify that the statements contained herein or attached hereto are true, accurate and complete to the best of my knowledge and belief.

<b><u>By (signature):</u></b>	<b><u>Name of Organization:</u></b>
<b><u>Title:</u></b>	<b><u>Date:</u></b>