

# SPECIAL EVENT PERMIT

Please attach all required documentation to this application as listed in the applicant information. Please provide 6 (six) complete sets of documents as requested.

Contact person designated by the sponsor or organizer of any event must have decision-making authority and be continuously available to the appropriate law enforcement incident command personnel present at the event.

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## EVENT INFORMATION:

1. Applicant: \_\_\_\_\_ 2. Landowner \_\_\_\_\_

3. Date(s) of event: \_\_\_\_\_ 4. Hours: \_\_\_\_\_

Legal Description \_\_\_\_\_

5. Estimated number of participants \_\_\_\_\_

6. Estimated number of spectators: \_\_\_\_\_

7. Sponsoring Organization \_\_\_\_\_

8. Address: \_\_\_\_\_

9. Phone Number: \_\_\_\_\_

10. Contact: \_\_\_\_\_

11. Roads Affected by Proposed Event: \_\_\_\_\_

12. Brief Description of Event: Attach additional pages as needed.

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13. Planned Security/Health Precautions, i.e. placement of signs, barricades, traffic control measures, sewage disposal, emergency management, etc.. Attach additional pages as needed.

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A fee as established by the Board of County Commissioners (\$200) must be paid prior to review of request.

I understand the following:

- A. There may be recorded protective covenants that may apply to the property. Receiving County approval does not exempt me from meeting any applicable covenants.
- B. Application and any information to support this application and all supplemental documents must be received in the Land Use office fourteen 14 days prior to Board of County Commissioner review.

LANDOWNER (S) AND APPLICANT (if different) MUST SIGN APPLICATION. An agent for landowner may represent landowner at any County meeting, if the landowner(s) has signed and submitted the attached form.

I hereby certify that the above and attached information is true and accurate to the best of my knowledge. I further certify that I or we are the legal owner(s) of record of the property that is subject to this Special Event Permit.

_____	_____
Landowner(s)	Date
_____	_____
Applicant (if applicable)	Date

Application will not be processed without full documentation attached and signature of applicant.

## **SPECIAL EVENT PERMIT APPLICANT INFORMATION**

**GENERAL:** A special event permit maybe required for any event, which will be located on a parcel of property, which may require changing, restricting or adapting normal uses of that property (i.e. residential, agricultural). The permit is intended to ensure that any changes resulting from any event are managed in a safe, orderly, prudent and legal manner in order to control or eliminate physical hazards, conflicts or inconvenience to event participants and staff as well as the general public.

Special Event permits are not to be used for events normally covered by a Conditional Use Permit. A Special Event permit cannot be used for a property that has a conditional use permit. To be used for a large onetime event exceeding the normal use of the property.

It is the responsibility of the event organizer to secure approval of the event and use from all appropriate jurisdictions and landowners in advance of the event. Some events may require a Conditional Use Permit via a 2 to 3 month process. Be sure to plan ahead.

Permits for use of state highways and Saguache County roads are obtained from:

Colorado State Patrol – 1205 West Avenue – Alamosa – 719-589-2503

Saguache County Road and Bridge – PO Box 476 – Saguache – 719-655-2554

### **APPLICATION PROCESS:**

1. Return completed application and all required documentation to the Land Use office no later than fourteen14 days before the event.
2. Documentation for all applications:
  - a. Applicant must supply all required documentation at submittal as follows:
    1. Route maps for all events
    2. Notification to all adjoining landowners within 1500 feet of the affected parcel of land.
    3. A written description of the event, detailing the following:
      - \* Operational and traffic control plan for the event describing signs and vehicles involved, their locations, purpose and identification. This plan must be approved by the Saguache County Sheriff's office prior to issuance of the permit.

- \* Emergency Management Plan detailing how event staff will handle emergencies should they occur, including Search & Rescue for all off-road/backcountry courses and/or events.
  - \* Security Precaution Plan.
  - \* Parking Plan for event staff, participants and spectators.
  - \* Emergency Medical Plan.
  - \* Sanitation Plan.
  - \* Communication Plan including radio interface with law enforcement personnel.
  - \* Written set of instructions that will be given to all event participants and staff regarding management of the event, which must be approved by the Saguache County Sheriff Department prior to issuance of the permit.
4. No later than fourteen 14 days prior to the BOCC review the applicant must supply to the Land Use office the following items, plus any other information as requested during the review period:
- a. Insurance binder showing coverage's of \$600,000 (that is what some counties requires) per occurrence and \$150,000 per person. Saguache County Commissioners must be named as an additional insured.
  - b. Written confirmation that sufficient law enforcement personnel have been secured to manage the event.
  - c. The applicant will certify in writing that all event staff have been given and understand all written event instructions as approved during the review period by the Saguache County Sheriff Department.

No Complete closure of any Saguache County Roads will be allowed. Traffic restrictions will be permitted only between the hours of ??? and ??? only if explicitly approved by this permit. If traffic is restricted, traffic control workers must be instructed to allow passage of emergency vehicles. It is the responsibility of the applicant to provide all required signage; to erect and maintain all necessary barricades, flashers and other traffic control measurers, and to secure additional staffing by properly authorized law enforcement personnel to manage road restrictions and closure points. All cost associated with these requirements will be born by the applicant.

If a road restriction is approved the applicant is specifically required to:

- Notify the appropriate fire protection district of the location, date and time traffic will be impeded.
- Secure the services of adequate law enforcement personnel to manage the event.
- Provide a highway-signing plan that conforms to the Road and Bridge requirements.
- Notice of road restrictions must be published in the Saguache Crescent.
- Proof of Notification to all residents of any area in which traffic will be restricted.

**Temporary Land Use Permit:** If the proposed event involves a staging area, which will house temporary facilities or use of property in the unincorporated areas of the county in addition to roads, applicant may be required to obtain a Conditional Use permit. This process will take two months or longer to complete. If this requirement may apply to your event, contact to Land Use Department immediately. 719-655-2321.

**Process/Issuance of permit:** Following review of the application by the various County departments, the Land Use Administrator will notify the applicant of all requirements still to be met (if any). When additional documentation has been submitted and approved by County Departments, the Land Use Administrator will place the permit application on the agenda for consideration by the Board of County Commissioners. The Board of County Commissioners, for good cause shown, may waive any of the permit conditions in its sole discretion. The applicant must pick up the permit and have it posted at the event.

**Revocation of Permit:** Law enforcement personnel are responsible for security and safety and have enforcement authority over the course, terrain and environment. They have the power of arrest and the authority to stop any event in progress for violations of the permit and for breaches of public safety standards. If, for any reason, any required special condition has not been met with forty-eight (48) hours prior to the event, and it appears that compliance is unlikely, the permit may be revoked. If the event organizers fail to comply with any requirement during the event, appropriate personnel may revoke the Special Event Permit and the event may be stopped. Law enforcement has the right to halt any special event due to events happening in the County that would constitute an emergency situation (fires, floods, etc.) with the approval from the County Sheriff.

**Removal of Materials:** It is preferred that all event materials be taken down immediately after the event. All traffic barricades must be removed from roadways immediately after the event by the event coordinator/staff. All signage, flashers, and other traffic control measures related to the event must be removed by the event coordinator/staff within 24 hours of the end of the event.