



Special Events Permit Application Checklist

1. Review all governing policies and/or requirements regarding the permit type being applied for. (*see Section 6.7.1 – 6.7.7 of the Timnath Town Code*)
2. Evidence that all other permits and permissions required for such event have been obtained. Including liquor, right-of-way, property owner, etc.
3. Site Plan and duration for event location.
4. Road and Intersection closures require professional and/or certified traffic control personnel. Strategically placed volunteers are not an approved type of traffic control.
5. Description of **signage**, **parking plan**, **public health requirements**, and **emergency access** to be used/provided for such event. This includes access to restrooms, emergency personnel, etc.
6. Submit application at least 30 days prior to the event
7. Payment in Cash or Check for non-refundable application fee of \$25.00 PER day of event. PAID AT THE TIME THE APPLICATION IS SUBMITTED.



SPECIAL EVENT PERMIT APPLICATION FORM

I. Application is made for: *Select all that apply*

- | | |
|--|---|
| <input type="checkbox"/> On Private Land | <input type="checkbox"/> On Public Land/County Road |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Revival |
| <input type="checkbox"/> Circus | <input type="checkbox"/> Fundraiser |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Bicycle Race/Ride |
| <input type="checkbox"/> Flea Market | <input type="checkbox"/> Foot Race/Walk |
| <input type="checkbox"/> Craft Fair | <input type="checkbox"/> Motorcycle Event |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Farmers Market |
| <input type="checkbox"/> Other: _____ | |

II. Contact information: *(please attach any additional contacts)*

Owner: _____ Telephone: _____
Address: _____ Fax: _____
E-mail: _____

Applicant: _____ Telephone: _____
Organization _____
Address: _____ Fax: _____
E-mail: _____

III. Event Location:

Address or Location: _____
Existing Zoning: _____
Event Description: _____

IV. Organization (optional):

Address or Location: _____

V. Event Information:

Event Name: _____
Event Start Date _____ Event End Date: _____
of Participants: _____ # of Spectators: _____

Office Use Only – DO NOT WRITE BELOW THIS LINE

Appl. # _____ Date: _____ Fee(s): _____ Received By: _____



LICENSES, PERMITS AND REGULATIONS ARTICLE VII - SPECIAL USE PERMITS

- 6.7.1: Purpose**
- 6.7.2: Permit Required**
- 6.7.3: Definition**
- 6.7.4: Application Process**
- 6.7.5: Compliance with Other Regulations**
- 6.7.6: Enforcement**
- 6.7.7: Penalty**

6.7.1: Purpose (Ord 5-2005, 9-2007)

A special use permit is required to provide for the temporary use of land within the Town for gatherings of 300 people or more, to provide for the orderly control of such events, to ensure that the promoter or sponsor of the event is aware of special circumstances to minimize any negative impacts on surrounding properties residents or businesses, and to provide for appropriate traffic and safety controls. This permit is not the same as and does not supersede any requirement of the State of Colorado or the applicable County or the Town regarding Special Event permits related to alcoholic beverages. This permit does not supersede any requirements from the applicable County Health Department.

6.7.2: Permit Required (Ord 5-2005, 9-2007)

It shall be unlawful for any person or entity to allow a Special Use to occur within the Town without first having obtained a Special Use Permit.

6.7.3: Definition (Ord 5-2005, 9-2007)

A. **Special Use** means the use of any land, street, right of way, park building or structure for a gathering where it is reasonably anticipated that attendance will exceed 300 people at any single time, at any location, for any purpose. Special Uses include but are not limited to: carnivals, circuses, concerts, revivals, flea markets, craft fairs, parades, fundraisers, parties, or farmers markets or stands for sale of seasonal products when sold other than on the site where the product is grown, a bicycle race or ride, foot race or walk, a motored vehicle event a temporary road closure for purposes other than normal highway uses or any other event utilizing a Town road or other Town property that requires changing, restricting or adapting the normal traffic use of such a road.

B. Special Uses do not include: gatherings at any regularly established permanent place of worship, school, stadium, athletic field, arena, auditorium, fairgrounds, government meetings, picnic or camping area, polling places for elections or other similar permanently established place of assembly, provided that such place is being used for its established and normal use allowed by zoning, attendance does not exceed the maximum seating capacity of the structure or place where the gathering is held and the gathering complies with all other applicable Code provisions, resolutions and regulations.



C. A Special Use permit shall not exceed thirty (30) days duration either consecutively or cumulatively in any calendar year.

6.7.4: Application Process (Ord 5-2005, 9-2007)

A. Application requirements:

1. The name, residence and mailing address of all persons signing the application, contact person, address and telephone number. In the case of a corporation, a copy of the Articles of Incorporation and Certificate of Good Standing from the Colorado Secretary of State's Office.
2. The address and legal description of all property upon which the event is to be held together with the name, residence and mailing address of the record owners of the property.
3. A written description indicating the type of event, the event sponsor's, the location of the event or event route, a list of all streets affected, the duration of the event, the hours of operation, the expected water requirements including the source and supply of water, the number of employees, volunteers, the number and location of toilets, the maximum number of persons that will be permitted to attend at any single time, the methods applicants will use to insure the maximum number of allowed attendees at any single time is not exceeded, food or alcoholic beverages to be served, temporary structures or fences proposed, the anticipated parking needs and how the need is to be addressed, a statement of expected impacts to the subject land and surrounding properties and a statement describing how impacts on surrounding properties will be minimized.
4. A sketch with dimensions showing all of the following existing and proposed buildings, internal streets on the event site, adjacent off-site streets, property lines of the proposed site and on abutting properties, the location of the event or event route, the location of proposed structures including restrooms, storage bins, trash receptacles, and temporary buildings; the location of traffic controls proposed including road barriers, detour signs, traffic control lights, traffic personnel, etc; access to/from the site, parking areas showing access, number of parking spaces, parking barriers, surfacing and other plans for parking and activity areas (e.g. parking area, food and beverage areas, toilet facility areas, seating areas, and other areas designated for a particular use).
5. A description of any signage associated with the event. Temporary signs to promote or identify an approved Special Use are subject to the following restrictions:
 - a All Special Use signs must be located on the lot that is the site of the Special Use;
 - b The maximum sign size is thirty-two (32) square feet;
 - c Each approved Special Use is limited to one (1) sign per street frontage of the lot that is the site of the Special Use;
 - d Banners are permitted as long as the total square footage of all banners does not exceed 100 square feet; and
 - e Signs and banners promoting or identifying a Special Use are not subject to a separate permitting requirement, but all such signs and banners must be removed from the site within twenty-four (24) hours of the end of the approved Special Use.



6. Written confirmation from the property owner agreeing to the use of the property for the Special Use or a copy of the lease agreement showing that the Special Use is allowed to occur on the property
7. Evidence that all other necessary permits or licenses have been or will be obtained, including but not limited to permits to serve alcoholic beverages and meeting all applicable County Health Department requirements
8. A nonrefundable application process fee in the amount set forth in Chapter 4 of this Code
9. Any applicant wishing to utilize Town road right-of-way shall submit an application accompanied by an insurance certificate specifically naming the Town as additional insured on the sponsor organizers insurance policy. This certificate is to be specific to the event in the minimum amounts specified by the Town attorney
10. Any applicant wishing to utilize Town road right of way shall secure appropriate jurisdictional approval in writing for any county and or state roads that may be part of a proposed event route
11. Any applicant wishing to utilize Town road right of way shall submit a detailed traffic control plan, including any alternative routes or detours based on the current Colorado Department of Highways Standards and the Manual on Uniform Traffic Control Devices MUTCD. Installation and maintenance of the traffic control devices required on the traffic control plan shall be at the applicant's expense.
12. Any applicant wishing to utilize Town road right of way, shall erect and maintain at applicant's expense necessary barricades flashers and signs as approved by the Town Engineer and take all necessary precautions for public safety and convenience. The traffic control devices must be removed immediately following the close of the event
13. Any applicant wishing to utilize Town road right- of- way must notify all affected property owners a minimum of ten (10) days prior to such event. Said notice is subject to review by the Town and must be submitted to the Town Manager fourteen (14) days prior to the event.
14. Any applicant wishing to utilize Town road right-of-way shall make any directional or other markings on the road surface temporary. Markings must be removable or of a material that will degrade or dissipate within seven (7) days of the event. Use of permanent markings of any kind along the route of the event will result in the forfeiture of any guarantees provided by the applicant and possible additional charges assessed against the applicant to cover the cost of removing the road markings.
15. Guarantees in the form of an Irrevocable Letter of Credit or bond or cash retainer in an amount to be determined by the Town Manager to cover the cost required for clean up following the Special Use may be required. Any letter of credit bond or cash retainer must be irrevocable for a period of thirty (30) days after the completion of the event. The letter of credit, bond or cash retainer will be released by the Town as soon as possible after the event, after determination that the site has been adequately cleaned up and restored from any impacts of the event. If the Town has not made a determination on retention or return of the



guarantee within thirty (30) days following the event said guarantee will be returned to the applicant.

16. Any additional information as the Town Manager deems necessary to evaluate the Special Use.

B. Application Review: Upon determining that the Special Use Permit Application is complete the Manager may refer the Application to any other department agency or official with jurisdiction whose consideration the Manager deems essential to a full and complete assessment. The applicant is responsible for providing the necessary number of copies of the application for this referral. In reviewing the application the Manager will consider the following:

1. The adequacy of the site sketch;
2. The adequacy of the site to accommodate the Special Use proposed;
3. The degree to which the Special Use complies or will be able to comply with the requirements of this Article; and
4. The preservation of the health safety and welfare of the public and surrounding properties and uses.

C. Action on Application: Unless additional time is required for the Manager to process the application, within thirty (30) days of filing of a complete Special Use Application the Manager will take one of the following actions:

1. The Manager will issue the permit with any conditions deemed necessary to minimize potential adverse impacts and meet the intent and purpose of this Article; or
2. If the proposed Special Use fails to conform with the applicable provisions requirements or standards of this Article the Manager will deny the permit. If denied the Manager shall specify the reasons therefore in writing citing specific requirements provisions and standards in this Article or in application provisions or other laws rules or regulations that were not met

D. Appeals: Any decision by the Manager to either grant or deny the Special Use Permit may be appealed to the Town Council. The Town must receive the written appeal request within five (5) calendar days following the date of the Manager's decision. The appeal must be in writing and state specifically why the Manager's decision is incorrect or inconsistent with the provisions, intent or purpose of this Article. The Board will consider the appeal at a meeting and may overturn or modify the Manager's decision if the Council determines the Manager's decision is incorrect or inconsistent with the provisions, intent or purpose of this Article.

E. Special Use Performance Standards: Special Uses shall be required to comply with conditions adopted by the Town consistent with this Article which conditions may include posting of cash or a letter of credit to ensure that clean up after the Event will occur.

F. Site Clean Up and Restoration: Within forty-eight (48) hours of cessation of the event the Special Use site shall be returned to its previous condition by the applicant including removal of all temporary buildings and structures, trash, debris, signage, attention attracting devices, or other evidence of the Special Use.



6.7.5: Compliance with Other Regulations (Ord 5-2005, 9-2007)

Special Uses shall be subject to all applicable requirements of this Article, the Code and any other applicable laws, rules or regulations. Issuance of a Special Use Permit shall not relieve the landowner or the applicant of the responsibility for security, other permits or approvals required by the Town or any other agency with jurisdiction.

6.7.6: Enforcement (Ord 5-2005, 9-2007)

A. Inspections. The Town or its representatives may enter and inspect the Special Use site from time to time to ensure compliance with the Special Use Permit conditions and to enforce the provisions of this Article

B. Permit Available. The Special Use Permit issued by the Town must be available for inspection on the Special Use site at all times during the event.

C. Suspension and Revocation of Permit. The Manager may suspend or revoke a Special Use Permit for violation of any provision of this Article or any other applicable law rule or regulation for violation of the Permit conditions or for any misrepresentation by the applicant, its agents or employees, or independent contractors under contract with the applicant. The decision of the Manager to suspend or revoke a Permit may be appealed to the Town Council. No event shall occur while a suspension or revocation appeal is pending except as authorized by the Manager. By signing the application the applicant agrees that the Town's designated law enforcement may enter the Special Use site and cause the Special Use to be stopped upon suspension or revocation or violation of the terms and conditions of the Special Use Permit.

6.7.7: Penalty (Ord 9-2007)

Any person convicted of violation of this Article shall be punished by a fine of not more than one thousand dollars (\$1,000.00), or by imprisonment for a period not exceeding one (1) year, or both such fine and imprisonment; provided, however, that no person under the age of eighteen (18) years shall be subjected to imprisonment for violation of this Article. Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this Article is committed, continued or permitted by any such person and shall be punished accordingly. Nothing in this Section shall be construed as either prohibiting or limiting the Town from pursuing such other remedies or penalties, including an action at law or equity.