

**PARK COUNTY APPLICATION FOR  
OUTDOOR EVENT PERMIT  
NON-REFUNDABLE APPLICATION FEE: \$150**

An Outdoor Event Permit is required for any gathering of more than 150 people, which is primarily held outdoors, in an establishment not specifically intended for gatherings and assembly. Permit applications are processed by the Planning Department. The regulations found in Section 5-707 are intended to help ensure that events are conducted in a manner that protects public health and safety; and that adequate sanitation, water supply, security, law enforcement, fire protection, and medical emergency services are provided to attendees. While the County provides guidance and oversight, it is expected that event coordinators ensure that all participants of the event obey Colorado Revised Statutes, Park County Regulations and Ordinances, and other applicable requirements.

The permit application process depends on the anticipated attendance. Please see the Attendance-Specific Outdoor Event Requirements to determine the requirements for your event.

All coordinators of events being held for the first time in Park County, and repeat events with estimated attendance of 1,000 or more must attend a pre-application conference with the Park County Planning Department staff prior to submitting an application.

Park County Government and its representatives are not responsible for the decisions of any independent agency participating in this application process.

If you have questions regarding this form, please contact the Planning Department by phone at (719) 836-4292, e-mail [planning.zoning@parkcountyco.gov](mailto:planning.zoning@parkcountyco.gov), fax (719) 836-4351, or write to us at P.O. Box 1598 Fairplay, CO 80440.

**Attendance-Specific Outdoor Event Requirements**

Attendance:	151-500	501-1,000	1,001-2,000	2,001-3,000
Approval By:	Staff or PC/BOCC	Staff or PC/BOCC	PC/BOCC	PC/BOCC
Review Duration (days)	90	120		
Fee *	\$150	\$1,000	\$2,000	\$3,000
Performance Guarantee	As determined through review process			
Posting & Notice	Per Section 6-204**			

\* If estimated administrative costs for application processing are greater than the fee, an agreement for payment of development review expenses may be required.

\*\* Requires notice be mailed to adjacent property owners, published in the newspaper, and posted on site at least 14 days prior to any hearings required for the event.

## NOTICE TO APPLICANT

**An application and permit will be required for any outdoor event as described in the Park County Land Use Regulations, Section 5-707.**

- 1) **90- to 120-day review and approval process:** This was approved by the Commissioners and will be strictly adhered to. Therefore, if your event date is such that the County review period cannot be met, the event must be rescheduled. A submittal meeting prior to application submittal is required.
- 2) **Application Fee and Performance Guarantee Deposit:** The application fee is to cover staff administration costs and is nonrefundable. Performance guarantees, in an amount determined through the review process, may be required to assist with County and local agency costs related to regulation noncompliance. Unused portions of performance guarantees are refundable. If costs exceed the performance guarantee, the County and local agencies reserve the right to pursue legal action to obtain reimbursement for uncovered costs.
- 3) **Insurance Certificate:** The required insurance certificate must be submitted with the application to allow for adequate review and changes, if necessary. Please make sure the amounts, additional insureds, and certificate holders are correct. The requirements are found on the application itself and in this packet. County staff will review the certificate and inform the applicant of any necessary changes, but is not responsible for communicating these changes to the insurance carrier.
- 4) **Other Agencies:** Individual agencies or local governments reserve the right to impose fees for granting approval to offset anticipated costs associated with the event. Any such fees are to be determined at the sole discretion of the individual agency. Applicants shall pay agency fees at least 14 days prior to the event. If this is not accomplished, the performance guarantee will be used to reimburse agencies for their review time, and the event permit cancelled.
- 5) **References:** Event organizers are required to comply with all applicable State and County requirements. The Park County Land Use Regulations and other guiding documents are available at [parkcountyco.gov](http://parkcountyco.gov). The State's Group Gatherings regulations can be found here: <http://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=411&fileName=6%20CCR%201010-10> . Additional regulations apply. These references are provided for convenience only.

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This process was established in order to more efficiently approve Outdoor Event Permits, provide for safer events for all involved, and protect the rights of the residents of Park County. Please read the enclosed material and on-line regulations in order to avoid confusion or delays. If you have questions regarding this form please contact the Planning Department by phone at (719) 836-4292, e-mail [planning.zoning@parkcountyco.gov](mailto:planning.zoning@parkcountyco.gov).

An Outdoor Event Checklist is provided herein to guide applicants through the process and to specify application requirements.

**PARK COUNTY APPLICATION FOR  
OUTDOOR EVENTS PERMIT**

Date Submitted: \_\_\_\_\_ Date of Completeness Determination: \_\_\_\_\_

- Application fee of \$\_\_\_\_\_ paid with:  
\_\_\_\_\_ Cash      \_\_\_\_\_ Check # \_\_\_\_\_      \_\_\_\_\_ Other \_\_\_\_\_
- Proof of ownership of the property on which the event is taking place, in the form of a recorded Warranty Deed. This can be obtained at the Park County Clerk and Recorders office.
- Tax receipt showing payment of current property taxes. This can be obtained at the Park County Treasurer's office.
- An Agreement for Payment of Development Review Expenses may be required if the anticipated review costs will exceed the set fee.

**EVENT DESCRIPTION**

- Full Name of Event:  
\_\_\_\_\_
- Additional Names of Event (AKA):  
\_\_\_\_\_
- Set Up Duration:
  - Start Date/Time: \_\_\_\_\_ Completion Date/Time: \_\_\_\_\_
  - Maximum number of people on site: \_\_\_\_\_
- Event Duration:
  - Start Date/Time: \_\_\_\_\_ Completion Date/Time: \_\_\_\_\_
  - Maximum number of people on site: \_\_\_\_\_
- Tear Down/Clean Up Duration:
  - Start Date/Time: \_\_\_\_\_ Completion Date/Time: \_\_\_\_\_
  - Maximum number of people on site: \_\_\_\_\_
- Years and Location Event Previously Held:  
\_\_\_\_\_  
\_\_\_\_\_

- Tax Parcel(s) (Schedule Number(s)) where event will be held:  
\_\_\_\_\_
- Complete legal description of the property for the proposed event (attach additional page as needed):  
\_\_\_\_\_
- Property Physical Address:  
\_\_\_\_\_
- Nearest Town to Event Location:
 

<input type="checkbox"/> Alma	<input type="checkbox"/> Fairplay
<input type="checkbox"/> Bailey	<input type="checkbox"/> Guffey
<input type="checkbox"/> Como	<input type="checkbox"/> Lake George
- Total Acreage of the property: \_\_\_\_\_
- Applicant Name: \_\_\_\_\_
  - Applicant's Physical Address:  
\_\_\_\_\_
  - Email Address: \_\_\_\_\_
  - Event Contact: \_\_\_\_\_
  - Title: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_
- Property Owner Name: \_\_\_\_\_
  - Owner's Physical Address:  
\_\_\_\_\_
  - Email Address: \_\_\_\_\_
  - Owner Contact: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_

- Event Description (be very specific, attach additional page(s) as necessary):

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- Purpose of Event:

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- Expected Attendance:

151-500     501-1,000     1,001-2,000     2,001-3,000

- Associated Activities

Live Music

Food Vendors / Number: \_\_\_\_\_

Alcohol Vendors / Number: \_\_\_\_\_

Merchandise Vendors / Number: \_\_\_\_\_

Camping

Athletic Events (specify): \_\_\_\_\_

Animals / Livestock (specify): \_\_\_\_\_

Fireworks

Open fires / campfires

Carnival Rides (specify): \_\_\_\_\_

Other (specify): \_\_\_\_\_

### **EMERGENCY SERVICES**

#### **1. Law Enforcement & Security**

▪ Name of security service Vendor: \_\_\_\_\_

▪ Vendor Contact Name: \_\_\_\_\_

▪ Vendor Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

▪ Copy of contract with vendor.

▪ See plan requirements.

**2. Fire Protection**

- Name of fire protection vendor: \_\_\_\_\_
- Vendor Contact Name: \_\_\_\_\_
- Vendor Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Copy of contract with vendor.
- See plan requirements.

**3. Medical Services**

- Name of Medical Service Vendor: \_\_\_\_\_
- Vendor Contact Name: \_\_\_\_\_
- Vendor Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Copy of contract with vendor.
- Supervising Physician Medical Director Name: \_\_\_\_\_
- Medical Director Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Attach letter from Physician Medical Director confirming responsibility for all persons providing event medical care
- On-site Medical Service providers:
  - Physician #: \_\_\_\_\_
  - Nurse #: \_\_\_\_\_
  - Physician Assistant #: \_\_\_\_\_
  - Paramedic #: \_\_\_\_\_
  - EMT #: \_\_\_\_\_
- Number of on-site ambulances: \_\_\_\_\_

**SANITATION & WATER**

- Name of Sewage Disposal and Toilet Facilities Vendor: \_\_\_\_\_ Vendor Contact Name: \_\_\_\_\_
- Vendor Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Name of Waste Collection & Removal Vendor: \_\_\_\_\_
- Vendor Contact Name: \_\_\_\_\_
- Vendor Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Copies of vendor contracts.
- See plan requirements.

**I have read** and understand the above conditions, requirements, and considerations. My organization and I agree to abide by them. Further, I will insure that no resident in the area of this event will be denied access to his or her residence or place of business as a result of this event. I recognize that failure to comply with conditions, requirements, and considerations set herein shall result in this permit being revoked, and all applicable fees forfeited. Applicant agrees to indemnify the County, its officials, agents, and employees and other participating governmental entities from any and all liability, damage, loss, cost or expenses, including attorneys' fees, incurred as a result of claims brought against them by any person or entity, and arising either in whole or in part as a result of this special event.

The undersigned applicant and landowner hereby verify and affirm that the information contained in this application is complete and accurate. The undersigned applicant and landowner understand and acknowledge that the submission of inaccurate and incorrect information may result in the denial or rejection of the application and/or result in the invalidation of any approvals issued by Park County, Colorado.

We, the undersigned, acknowledge that the Outdoor Event operator and property owner shall be jointly and severally responsible for meeting the provisions of these standards and regulations, assuring that attendance does not exceed the maximum approved, for operational maintenance, for the clean, safe and sanitary condition of the grounds, sanitary facilities and other service equipment; fully implementing the fire, safety and medical plans; cooperating with law enforcement, medical personnel and fire safety staff; complying with all federal, state and local laws; and fully implementing the noise reduction, crowd control and traffic safety plans.

We understand that, in addition to any fines or penalties assessed under any other law or regulation, event organizers and landowners will be liable for all violations of the noise ordinance, State regulation, and/or noise limits applicable to the Outdoor Event, in the following amounts:

1. \$500 for the first offense, and
2. \$10,000 for the second offense and each subsequent offense.

We further understand that the permit may be revoked by an administrative decision finding that:

- a) The Outdoor Event has failed to comply with any condition of the Outdoor Event Permit and the applicant has not remedied the failure immediately following notification by the County; or
- b) The Outdoor Event has failed to comply with any federal, state, or local law and the applicant has not remedied the failure immediately following notification by the County.

Chief Officer, Sponsoring Organization: \_\_\_\_\_  
Signature Date

Primary Contact/Organizer: \_\_\_\_\_  
Signature Date

Landowner: \_\_\_\_\_  
Signature Date

**Conditions**

Your permit is approved with the following conditions:

- Payment – Payment to the Park County Sheriff’s Office for law enforcement staffing and other involved governmental entities must be received at least fourteen (14) days prior to the date of the event.
- Staff (Paid or volunteer) – Organizer will adequately staff required positions. Staff will be instructed to assist in staging a safe and orderly event. Staff must be easily identifiable through use of bib, shirt, vest or cap.
- Venues/Routes – Venue location/Routes for events will not be changed unless specific approval is given by the Director of Department Services or Designee, the Sheriff or Designee, or the Incident Commander or Designee may approve changes during the event.
- Times – Permits are issued with a set starting and ending time. These times cannot be changed without permission from the Planning Department, the Sheriff or the Incident Commander on the day of the event. Resumption of normal traffic in these areas will occur at the end time specified on the permit.
- Plans & Narratives (Safety & Security, Health & Sanitation, Grounds, Access/Traffic Control, etc.) – Organizer will follow all elements of the approved plans.
- Other permits – Organizers are responsible for ensuring all applicable permits are in place prior to the event.
- Road closures – The following road closures have been allowed for this event. Organizer must place signs according to approved plans.

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Additional Conditions

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**Park County**

Sheriff's Office: \_\_\_\_\_ Denial \_\_\_\_\_ Approval \_\_\_\_\_ With Attached Stipulations  
Comments:

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Sheriff or Designee \_\_\_\_\_ Date \_\_\_\_\_

Road & Bridge: \_\_\_\_\_ Denial \_\_\_\_\_ Approval \_\_\_\_\_ With Attached Stipulations  
Comments:

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Director or Designee \_\_\_\_\_ Date \_\_\_\_\_

County Administration: \_\_\_\_\_ Denial \_\_\_\_\_ Approval \_\_\_\_\_ With Attached Stipulations  
Comments:

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Chief Administration Officer or Designee \_\_\_\_\_ Date \_\_\_\_\_

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**Emergency Services**

Fire District: \_\_\_\_\_ Denial \_\_\_\_\_ Approval \_\_\_\_\_ With Attached Stipulations  
Comments:

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Chief or Designee \_\_\_\_\_ Date \_\_\_\_\_

Ambulance District: \_\_\_\_\_ Denial \_\_\_\_\_ Approval \_\_\_\_\_ With Attached Stipulations  
Comments:

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Chief or Designee \_\_\_\_\_ Date \_\_\_\_\_

State Patrol: \_\_\_\_\_ Denial \_\_\_\_\_ Approval \_\_\_\_\_ With Attached Stipulations  
Comments:

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Captain or Designee \_\_\_\_\_ Date \_\_\_\_\_

## **AGENCY REFERRAL CHECKLIST**

Note that applications may be distributed to the following agencies for review. Applicants should contact the applicable agencies prior to application submittal to ensure their concerns are addressed. Additional agencies may be contacted based on venue- and event-specific interests.

### **Governmental Agencies**

- Park County Environmental Health Department
- Park County Building Department
- Park County Road & Bridge
- Park County School District
- Platte Canyon School District
- Colorado Department of Transportation
- Colorado Parks & Wildlife
- United States Forest Service
- United States Bureau of Land Management
- Applicable water district and/or State
- Colorado Department of Public Health & Environment
- Colorado Department of Regulatory Agencies

### **Emergency Services**

- Park County Sheriff's Office
- Park County Communications
- Park County Emergency Services
- Elk Creek Fire Protection District
- Hartsel Fire Protection District
- Jefferson-Como Fire Protection District
- Lake George Fire Protection District
- Northwest Fire Protection District
- Platte Canyon Fire Protection District
- Southern Park County Fire Protection District
- South Park Ambulance District – 719-836-2055
- Ute Pass Regional Ambulance District
- Colorado State Patrol
- Other agencies that may be impacted by event

\* **Note:** Other involved entities may have separate insurance requirements and/or additional fees.

## APPLICATION PLAN REQUIREMENTS

### GENERAL

#### **Application form**

- All fields of application filled out completely
- Organization (event sponsor/coordinator) legally and financially responsible for event
- Chief officer of event name and signature
- Person in charge of the event (primary contact) name and signature
- Landowner name and signature
- All web site addresses and AKAs for the event
- Durations of event, set up, and tear down
- Acknowledgements of understanding and responsibility
- Event organizer's on-site contact information

#### **Application Fee**

- Fee Paid

#### **Organizer's Resume**

- Required for all applicants
- Demonstrate experience organizing similar events

#### **Insurance Requirements**

- Submit Certificate of Insurance or intent to insure with application
- Shall extend to all activities and events
- Minimum coverage: \$1 million per occurrence, \$3 million aggregate
- Park County shall be named as an additional insured
- Events with Fire, must see inclusions and exclusions of the policy

### TRAFFIC CONTROL PLAN

#### **Narrative & Site Plan**

- PDF format
- Drawn to scale
- Boundaries and routes
- Event infrastructure
- Routes to access site
- Dedicated emergency response access route and means of delineation
- Employee/service provider/volunteer parking location(s)

- Attendee parking location(s)
- Disabled parking areas
- Number of spaces within parking location(s)
- Circulation patterns for parking areas
- Temporary no-parking areas
- Vehicle relocation areas for towed vehicles
- Drop-off/pick-up areas
- Shuttle bus routes, stop locations, and direction of travel
- All potential traffic impacts to US, State, and County roadways and actions to mitigate impacts
- Road closures
- Detour routes
- Alternate routes
- Emergency access routes
- Emergency evacuation routes for attendees
- Transit routes
- Directional lane control
- Event route (if applicable)
- Parking restrictions
- Command post location
- Traffic control signage
- Location(s) of permanent and variable message signs
- Location and number of traffic/safety equipment, i.e., cones and barricades
- Event equipment staging areas
- Emergency response staging areas
- Number and location of certified flaggers; and supervisory and relief plan
- Copies of contracts for traffic-related service providers, including on-site supervisor contacts
- Accessible accommodations – parking, drop-offs, routes, seating, etc. – and signage

## **GROUNDS**

### **Narrative & Site Plan**

- Approximate attendee densities within event boundaries
- Grade (% slope and direction)
- Drainage features and structures
- Wetlands
- Fencing – existing, permanent, temporary

- Vegetation to remain intact, and vegetation to be removed/disturbed
- Erosion control
- Dust suppression
- Means of ensuring unintended guests do not enter the event
- Means of property identification and preventing trespassing by guests on to other properties
- Lighting
- Description of how ground water sources and wetlands will be protected
- Description of how impact on the site will be mitigated and repaired
- Anticipated impacts to wildlife and associated mitigative measures

## **NOISE**

### **Narrative**

- Acknowledgement of County and State noise regulations
- Description of noise-creating activities
- Anticipated decibels
- Times and duration of noise
- Means of mitigating noise impacts to other properties

## **SAFETY & SECURITY**

### **Narrative & Plan - General**

- Number and location of security and law enforcement services to be provided, as agreed upon with the Sheriff's Office
- Number and location of fire protection services to be provided, as agreed upon with the local fire district
- Description and location of any fire, smoke, and spark generating activities
- Camping locations and campfire details
- Wildland and structure fire mitigation plan
- Number and locations of fire extinguishers
- Source of water for firefighting efforts
- Copies of contracts with emergency service providers
- Shift and relief plan for emergency service providers
- Supervisory plan for emergency service providers
- Weather emergency plan
- Fire emergency plan
- Evacuation and emergency activation plan

## **Medical Plan**

### For Events Not Requiring a Medical Director

- Method for contacting 911
- Qualifications of staff trained in basic first aid
- Method for collecting and disseminating participant emergency information (for athletic events)
- Consider the plan requirements below and include as appropriate

### For Events Requiring a Medical Director

- Location and description of emergency medical station, and emergency service provider staging
- Name of and contact information for Medical Director
- Copy of contract with Medical Director
- Qualifications of Medical Director
- Qualifications of medical personnel staff (first aid providers, EMT's, paramedics, nurses, doctors)
- Method of medical staff identification specifically signage, same color shirts with medical logos
- Number and location of medical stations with specific attention to high risk areas such as areas of participant congestion, steep descents, and hard-to-access areas
- Name and contact information of ambulance service (if required for size/nature of event); provide copy of contract for services
- Location of secure area for staging of ambulance including dedicated restrooms and sleeping facilities (if staffed 24 hours)
- Method of on-site medical transport: ambulances, private vehicles, ATV/ utility vehicles
- Method of communication with emergency medical staff; specify how non- medical staff contact medical staff and localize medical incidents
- Method of making participant information available to emergency service providers (athletic events)
- Means available to control environmental injuries (i.e., altitude sickness, hyperthermia and hypothermia)
- Nearest hospitals, including nearest Level I or II Trauma Center

## **Communications Plan Requirements**

- For internal staff and contact with emergency responders
- Plan shall be clearly defined and made available to all event staff
- Shall provide the ability to communicate with everyone involved in the event
- Convenient and easy to use
- Method to share event-specific information
- Method to request emergency response resources / contact 911
- On-site cellular mobile tower provider (as required by event size)

## HEALTH & SANITATION

### Narrative & Plan

#### Food Preparation

- List of anticipated food vendors
- Commissary agreement or description of on-site commissary facility
- Location of food and drink service

#### Water Supply

- Source of water for drinking and lavatory purposes
- Copy of contract for water delivery, if applicable
- Amount of water to be supplied
- Description of how water will be stored and dispensed

#### Restrooms and Sinks

- Note whether permanent or portable toilet and hand washing facilities will be used
- Copies of contracts for facility providers, including supervisory and on-site contact information
- Number of each type of facility
- Number of accessible facilities
- Location of facilities
- Types and locations of accessible accommodations and signage

#### Trash and Recycling

- If using a company to transport recyclables and trash, provide company name and address, contact person and phone numbers (including cell phone)
- Copies of contracts for trash removal and recycling
- Number of trash receptacles
- Number of recycling bins
- Provisions for storing, recycling, or disposing of corrugated cardboard
- Location of receptacles

### OTHER

- Advertising signage requires Sign Permits
- Buildings and modifications – permanent or temporary – require a Building Permit
- Alcohol service must be licensed through the Clerk & Recorder's office
- It is illegal to distribute and use marijuana in public places, including public events on private property. If you are unsure whether intended activities are allowed, please discuss it with Planning staff and the Sheriff's Office.

## POST-EVENT ACTIVITIES

### Release of Personnel

- If all-day or multi-day event, ensure that personnel and service providers are sufficiently rested before release

### Sanitation Plan

- Remove litter, garbage or other debris within 24 hours

### Signs

- Remove all signs within 24 hours

### Data Collection

- Documented attendance figures
- Critiques from Park County Sheriff's Office, Colorado State Patrol, and event security
- Critiques and observations from personnel involved in
  - Communications
  - Medical response
  - Fire protection
  - Traffic management
- Feedback from public
- Feedback from attendees
- Operational costs from law enforcement, emergency medical services, and fire protection
- For repeat events, a comparison to previous year

### Debrief Meeting Agenda

- Planning process/demobilization
- Communications
- Medical support/emergency response
- Command post operations
- Security and law enforcement
- Advance signing
- Barricades/other safety equipment
- Traffic control signs
- Directional signing and markings
- Event signs
- Other traffic management efforts at and outside venue site
- Other pre-event information; radio announcements, newspaper advertisements
- Day-of-event information; VMBs, detour information

- Direction provided to the event and at the venue
- Access and parking
- Pedestrian access
- Egress from the venue
- Other traffic flow
- Sanitation
- Plan revisions during event
- Actions that deviated from the plan and why
- Operational cost analysis
- Identify potential cost savings.
- Reallocation of personnel
- Division of responsibilities
- Use of technology
- Include total staffing, overtime, and equipment for all agencies
- Qualitative evaluation
- Critiques from law enforcement and other security personnel
- Feedback from public
- Feedback from event attendees
- Recommended improvements