

PARK COUNTY PLANNING DEPARTMENT
P.O. BOX 1598
FAIRPLAY, CO 80440
719.836.4254
pcpd@parkco.us



APPLICATION FOR OUTDOOR EVENT PERMIT

An Outdoor Event Permit is required for any gathering of more than 75 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 at this link: <http://parkco.us/DocumentCenter/Home/View/264>, 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 501 to 2,500, must attend a pre-application conference with the Park County Planning Department staff prior to submitting an application. Additional copies of the application may be necessary if the proposed Outdoor Event requires review by the Park County Planning Commission and/or the Board of County Commissioners.

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

Attendance-Specific Outdoor Event Requirements

Attendance:	76-500	501-1,000	1,001-2,500	2,501-5,000	5,001+
Review Duration (days)	90	120			
Fee	\$150	\$500	\$1,000	\$2,500	As determined by BOCC
Performance Guarantee	N/A	\$500	\$1,000	\$5,000	
Posting & Notice	Adjacent property owners	Per Section 6-204*			

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

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. There is also a required performance guarantee to assist with County and local agency costs resulting from regulation noncompliance. Unused portions of the performance guarantee 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 insured's, 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.

* * *

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) 836-4254, e-mail pcpd@parkco.us.

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

AGENCY REFERRAL CHECKLIST

Note that applications may be distributed to the following agencies for review. Applicants are encouraged to 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.

Park County Outdoor Event Checklist

Complete Application Requirements

Application form

- All fields of application filled out completely
- Organization (event sponsor/coordinator) legally and financially responsible for event
- Chief officer of event sponsor
- Person in charge of the event (primary contact)
- All web site addresses for the event
- Chief officer of event sponsor signature
- Primary contact signature

Organizer's Resume

- Required for all applicants
- Demonstrate experience organizing similar events

Insurance Requirements

- Must be accurate

Site Plan/Route Map

- PDF format
- Drawn to scale
- Identify boundaries and routes
- Identify event infrastructure

Operations Plan

- Event organizer on-site contact information

Plan elements, as needed for size of event:

- Communications
- Emergency Response
- Medical
- Sanitation
- Safety and Security
- Signing
- Transportation

Payments and Fees

- Application Fee, nonrefundable
- Performance Deposit, potentially refundable
- Other agency/local government fees will be determined upon agency review

Operations Plan

Sanitation Plan Requirements

Compliance with all specific County & State regulations is required. For specific details refer to attached regulations.

Environmental Impact

- Description of how ground water sources and wetlands will be protected
- Description of how impact on the site will be mitigated and repaired
- Dust and erosion control mitigation plan

Water Supply

- Note whether water will be used for drinking and lavatory purposes
- Amount of water to be supplied
- Source of water
- Description of how water will be stored and dispensed

Restrooms and Sinks

- Note whether portable toilet and/or hand washing facilities will be used
- If using a company to provide facilities, provide company name and address, contact person and phone numbers (including cell phone), and copy of contract
- Number of each type of facility
- Number of accessible facilities
- Location of facilities

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), and submit copy of contract
- Number of trash receptacles
- Number of recycling bins
- Provisions for storing, recycling, or disposing of corrugated cardboard
- Location of receptacles

Safety and Security Plan Requirements

- Number and location of law enforcement officers and from which jurisdiction
- Number and location of security personnel, company name and contact information, and copy of the contract for services, and number and location of supervisors
- Number and location of certified flaggers, company name and contact information, and copy of contract for services, and number and location of supervisors
- Length of shifts
- How relief will be provided
- Method of deployment for mobile members
- Weather emergency plan (hot, cold, high winds, rain, snow)
- Structure and/or wildland fire plan

Signage Plan Requirements

- Identify all types of signage to be used during event
- Illustration of all signs to be used for event; include text, sign materials, and dimensions
- Description of method of installation

- Number and location of all signs to be used for event

Transportation Plan Requirements

Access and Parking

- Identify routes to access site
- Identify dedicated emergency response access route and means of delineation
- Identify employee/volunteer parking location(s)
- Identify attendee parking location(s)
- Identify disabled parking areas
- Identify # spaces within parking location(s)
- Identify circulation patterns for parking areas
- Identify any temporary no-parking areas
- Identify any vehicle relocation areas for towed vehicles
- Identify drop-off/pick-up areas
- Identify shuttle bus routes, stop locations, and direction of travel

Traffic Flow and Control

- Identify all potential traffic impacts to US, State, and County roadways and actions to mitigate impacts
- Identify road closures
- Identify detour routes
- Identify alternate routes
- Identify emergency access routes
- Identify emergency evacuation routes for attendees
- Identify transit routes
- Identify directional lane control
- Identify event route (if applicable)
- Identify parking restrictions
- Identify command post location
- Integrate signing plan, when possible
- Identify location of permanent and variable message signs
- Identify location and number of traffic/safety equipment, i.e., cones and barricades
- Identify event equipment staging areas
- Identify emergency response staging areas

Medical Plan Requirements

For Events Not Requiring a Medical Director

- Identify method for contacting 911
- Identify mix of staff trained in basic first aid
- Identify 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

- List name of and contact information for Medical Director and submit copy of contract
- Outline qualifications of Medical Director
- Identify mix of medical personnel (first aid providers, EMT's, paramedics, nurses,

doctors)

- Identify method of medical staff identification specifically signage, same color shirts with medical logos
- List 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
- List name and contact information of ambulance service (if required for size/nature of event); provide copy of contract for services
- Identify location of secure area for staging of ambulance including dedicated restrooms and sleeping facilities (if staffed 24 hours)
- Identify method of on-site medical transport: ambulances, private vehicles, ATV/ utility vehicles
- Identify method of communication with emergency medical staff; specify how non-medical staff contact medical staff and localize medical incidents
- Identify method of making participant information available to emergency service providers (athletic events)
- Identify means available to control environmental injuries (i.e., altitude sickness, hyperthermia and hypothermia)
- List nearest hospitals, including nearest Level I or II Trauma Center

Communications Plan Requirements

- 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
- Identify method to share event-specific information
- Identify method to request emergency response resources / contact 911
- On-site cellular mobile tower provider (as required by event size) and submit copy of contract

Accessibility

Paths of Travel/Accessible Routes

- Your event should include accessible routes throughout the event location, including parking areas and passenger loading and unloading zones.
- On-site pedestrian accessible routes must be a minimum of 48" in width with lighting for night events.
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of pedestrian or vehicle travel.
- If an alternate path of travel is provided, signage designating the alternate travel path should be placed in readily visible locations.
- The alternate path of travel should be parallel to the disrupted pedestrian access route where possible. An alternate path of travel should have no protrusions up to a height of 80", including scaffolding and scaffolding braces.
- If the alternate path of travel is adjacent to a potentially hazardous condition, the path should be protected with a barricade or other safety equipment.

Accessible Parking/Transportation

- Provide accessible parking if designated parking areas are provided for an event.
- If designated parking areas are not provided for your event, you should provide, at minimum,

one accessible passenger loading and unloading zone marked with the international symbol for accessibility.

- Place disabled parking areas as close to the event venue as possible. If the surface is level and provides access to the event, private property with written permission may be used.
- Evaluate the need to provide additional accessible parking beyond that required due to the displacement of designated spaces and areas.
- Accessible vehicles must be included in your transportation plan if a shuttle program supports your event.
- Use accessible public transportation in your event plans whenever possible.
- Provide training and informational materials for your event staff and volunteers regarding accessible parking and transportation.

Accessible Restrooms/Sinks

- A minimum of 10% of any portable restroom provided to support your event must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- In any location where multiple restrooms are provided, at least one (1) unit must be accessible.
- If only one (1) restroom is placed in a location, it must be accessible.
- In any location where multiple sinks or hand sanitizing units are provided, at least one (1) unit must be accessible.
- If only one (1) sink or hand-sanitizing unit is placed in a location, it must be accessible.
- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.

Accessibility Communication

- Signage should consist of high contrasting colors and should be placed in visible location(s).
- Plan to provide training and informational material regarding accessibility to your event staff and volunteers.
- Use the international symbol of accessibility where applicable throughout your event venue.

Additional Activities Plan Requirements

Food Services

- Applicant is required to comply with Colorado Department of Public Health and Environment Standards and Regulations for group gathering areas and food service.
- Describe food services to be provided.
- List all food vendors. All vendors must meet applicable Colorado and Park County Food Service Licensing requirements.
- Attach copies of all required licenses.

Alcohol Services

- Describe alcohol services to be provided.
- List all alcohol vendors. All vendors must meet applicable Colorado and Park County Alcohol Service Licensing requirements.
- Attach copies of all required licenses.
- Attach detailed plan for ensuring only persons 21+ will be consuming alcohol and prevention of public intoxication.

Marijuana Services

- Describe marijuana services to be provided.
- List all marijuana vendors. All vendors must meet applicable Colorado and Park County Marijuana Licensing requirements.
- Attach copies of all required licenses.
- Attach detailed plan for ensuring only persons 21+ will be consuming marijuana and prevention of public intoxication.

MARIJUANA DISCLAIMER:

- Colorado Statute does not allow for the public consumption of marijuana. It is illegal to consume marijuana in public. This includes but is not limited to areas accessible to the public such as amusement / sporting / music venues.
- It is illegal to drive under the influence of marijuana and it can result in a DUI, just like alcohol. Anyone with 5 nanograms or more of delta 9-tetrahydrocannabinol (known as THC) per milliliter in whole blood (CRS 42-4-1301) while driving can be arrested for DUI. The consequences of DUI can include fines, jail time and a revoked license.

Site Plan/Route Map Requirements

General Requirements

- Site plan or route map should be:
- Computer-generated
- Drawn to scale drawings
- Submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format
- If online mapping site is utilized, use ‘plain’, ‘road’, or ‘parcel’ view as the base to create map

Boundaries and Routes

- Include the names of all roads and/or areas that are part of proposed event
- Include auxiliary parking and production areas
- Clearly identify :
- All access routes
- Removable fencing
- Exit locations

Event Infrastructure

- Applicant is required to comply with Colorado Department of Public Health and Environment Standards and Regulations for Group Gathering Areas Section 4.0, Grounds.
- Identify all event infrastructure elements including:
- Fencing, including beer gardens and production areas
- Portable restrooms and sinks
- The locations of recycling, zero waste, and/ or trash receptacles and dumpsters
- Placement of any vehicles and/or trailers
- Parking, accessible parking, drop-off, and shuttle locations

- Medical facilities
- Other related infrastructure components not listed above but included in your permit application

Event Operations

Identify all event operational elements including:

- Command post
- Law enforcement secure staging area with dedicated restroom facilities
- Medical personnel with dedicated restroom and rest facilities
- First Aid stations
- Sanitation facilities
- Staging areas for the event
- Spectator areas
- Identification of minimum twenty-foot (20') wide emergency access lanes throughout the event venue
- Other related operational components not listed above but included in your permit application.
- If information below is not delineated on traffic control plans, identify on site plan:
 - Direction of travel and all proposed lane closures for walk, ride, run etc. if appropriate
 - Fencing, barriers and/or barricades to articulate participant flow
 - Traffic control signs, and devices
 - Directional signs
 - Informational signs and banners
 - Law enforcement
 - Security staff

Narrative

- Provide detailed narrative and timeline of event
- Events are generally limited to 48 continuous hours
- All event activities, including outdoor music are to conform with the County's noise ordinance unless otherwise agreed upon during the review process.
- Events are scheduled on a "First-Come, First Served" basis and are restricted during national holidays and/or at the discretion of the Board of County Commissioners
- Include details regarding
 - Set-up
 - Sound checks
 - Operations of proposed event activities
 - Dismantling of your proposed event activities
 - Proposed road/lane closures/detours
 - Compliance with Land Use Regulations governing sound impact on surrounding properties
 - Applicant is required to comply with Colorado Department of Public Health and Environment Standards and regulations for Group Gathering Areas Section 13.1

Miscellaneous-Operational (sound)

- Sound must be kept within applicable parameters
- Section 25-12-103 C.R.S. has been adopted by Park County as the County sound ordinance

Advance Signage

- Advance signage must include:
- Type of event
- Name of event
- Date of event
- Timeframe (i.e., from _____AM to __PM)
- Contact information
- Phone number
- Website
- Sign language must be approved by the Park County Planning Department
- Sign construction must conform to following specifications:
- Materials
- Metal
- Corrugated plastic
- Dimensions must be 4' x 4'
- Orange background
- Lettering minimum 4" high
- Signs must be placed seven (7) days prior to date of event
- Location of signs will be determined during production meeting

Post-Event Activities

Release of Security and Medical Personnel

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

Sanitation Plan

- Removed all facilities within 24 hours
- 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

Insurance Requirements

General Requirements

- Submit Certificate of Insurance:
- With application

Minimum Coverage and Limits

- Commercial General Liability
- Minimum \$2 million –Per Occurrence
- Minimum \$3 million—General Aggregate
- Workers Compensation
- Required with paid employees
- Minimum \$1 million

Name Park County as Additional insured

- Name the County of Park, State of Colorado, a Body Corporate and Politic as additional insured in “Description” section of Certificate of Insurance

Certificate Holder

- Certificate Holder section shall show:
Park County
Attn: County Administration Officer
P.O. Box 1373
Fairplay, CO 8044



**PARK COUNTY APPLICATION FOR
LARGE OUTDOOR EVENTS PERMIT**

(Please Type or Print Legibly)

Mail Application to: Park County Planning Department;
P.O. Box 1598; Fairplay, CO 80440

Date Submitted: _____

- Application Fee. \$ _____
- Make the check or money order payable to the Park County Planning Department.
- 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.
- A properly executed Agreement for Payment of Development Review Expenses in the attached form.

EVENT DESCRIPTION

- Full Name of Event:

- Additional Names of Event (AKA):

- Starting Date: _____ Start Time: _____

- Ending Date: _____ End Time: _____

- 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: _____

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

- Purpose of Event:

- Expected Attendance:
 - 76-500
 - 251-500
 - 501-2,500
 - 2,501+

- 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: _____
- Attach letter from Security Service Vendor confirming responsibility to provide event security
- Provide detailed security plan including event safety, traffic control, etc.

2. Fire Protection

- Attach detailed fire mitigation plan for wildland and structure fire in compliance with current adopted fire code
- Location of fire extinguishers: _____
- Location of on-site firefighting water sources:

3. Medical Services

- Name of Medical Service Vendor: _____
- Vendor Contact Name: _____
- Vendor Contact Phone: _____ Email: _____
- Attach letter from Medical Service Vendor confirming responsibility to provide medical services
- 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: _____

4. Emergency Activation Plan

- Attach Communication Plan detailing methods for contacting 911, the Park County Communications Center. Note: many areas of the county lack reliable cellular service
- Attach detailed procedures to address incidents requiring Law Enforcement, Fire, or EMS response:
 - Assault / Threatening or Hostile Person / Person with Weapon / Bomb Threat
 - Civil Disturbance
 - Missing / Lost Person
 - Fire (wildland / structure)
 - Explosion
 - Medical Emergency
 - Severe Weather

SANITATION & WATER

- Name of Sewage Disposal and Toilet Facilities Vendor: _____
Vendor Contact Name: _____
- Vendor Contact Phone: _____ Email: _____
- Attach letter from Sewage Service Vendor confirming responsibility to provide event sewage disposal and toilet facilities
- Name of Waste Collection & Removal Vendor: _____
- Vendor Contact Name: _____
- Vendor Contact Phone: _____ Email: _____
- Attach letter from Waste Collection & Removal Vendor confirming responsibility to provide event waste collection and removal
- Detail any potential surface water or ground water impact
- Describe fresh / drinking water sources and methods of distribution to participants

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.

Chief Officer, Sponsoring Organization: _____
Signature Date

Primary Contact/Organizer: _____
Signature Date

Landowner: _____
Signature Date

DO NOT FILL IN BELOW THIS LINE — P A R K COUNTY USE ONLY

Conditions

Your permit is approved with the following conditions:

- Advanced signing - Organizer must place advance notice signs seven (7) days prior to the event date according to the approved plan(s).
- 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 Planning Department, the Sheriff or the Incident Commander may approve changes on the day of the event.
- Times – Permits are issued with a set starting and ending time. These times will not 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.

- Operations plan – Organizer will follow all elements of the approved operations plan.
- Other permits – Organizers are responsible for ensuring all applicable permits are in place prior to the event.
- Roads closures – The following road closures have been allowed for this event. Organizer must place signs according to approved plans.

Additional Conditions

Failure to provide truthful and accurate information and to comply with the terms and conditions of this permit may result in the immediate cancellation of the event, denial of future special event permit applications and the forfeiture of the performance guarantee deposit and application fee.

Park County

Sheriff's Office: ____ Denial ____ Approval ____ With Attached Stipulations

Comments:

Sheriff or Designee Date

Road & Bridge: ____ Denial ____ Approval ____ With Attached Stipulations

Comments:

Director or Designee Date

County Administration: ____ Denial ____ Approval ____ With Attached Stipulations

Comments:

Chief Administration Officer or Designee Date

Emergency Services

Fire District: _____ Denial _____ Approval _____ With Attached Stipulations

Comments:

Chief or Designee

Date

Ambulance District: _____ Denial _____ Approval _____ With Attached Stipulations

Comments:

Chief or Designee

Date

State Patrol: _____ Denial _____ Approval _____ With Attached Stipulations

Comments:

Lieutenant or Designee

Date

PARK COUNTY PLANNING AND ZONING DEPARTMENT AGREEMENT FOR
PAYMENT OF DEVELOPMENT REVIEW EXPENSE DEPOSIT

Park County (hereinafter the County) and _____
(hereinafter Applicant) agree as follows:

1. Applicant has submitted to the County an application for _____
_____ (hereinafter, the Application).
2. Applicant understands and agrees that Park County Board of County Commissioner's resolution 2011-12 establishes Development Review Expense Deposits for certain types of land use applications.
3. Applicant and the County agree that because of the size, nature, or scope of the proposed Application, it is not possible at this time to ascertain the full extent of the costs involved in processing the Application. Applicant agrees to make payment of the Development Review Expense Deposit established for the Application in resolution 2011-12 and to thereafter permit additional costs to be billed to the Applicant. The Development Review Expense Deposit shall be in addition to and exclusive of any non-refundable application fee established by resolution 2011-12.
4. For purposes of this agreement, "expenses" shall include all expenses, costs, fees, assessments, and other charges incurred by the County and directly related to the County's review of the Application which are not accounted for by the non-refundable application fee. Such expenses shall include, but not be limited to, engineering fees, attorney fees and other consultant fees reasonably incurred by the County in evaluating the Application.
5. The County shall maintain a record of all expenses incurred for the Application and paid for from the Development Review Expense Deposit. A current statement of such expenses incurred will be made available to the Applicant within a reasonable time following the Applicant's request. The Applicant understands that due to customary delays in billing by outside consultants, a current statement may only include expenses billed to the County as of the date of the Applicant's request.
6. The Applicant may contest an expense billed to the Applicant pursuant to this Agreement. The Applicant's contest shall be made in writing delivered to the County Planning Director within ten days after the Applicant's receipt of notice of the billed expense. The written contest shall specify in detail the expense challenged and reason for the contest. The Planning Director shall use his or her best efforts to review a timely written contest within five business days and to promptly respond in writing to the Applicant by: (1) affirming the expense as appropriate under this Agreement; (2) deleting or rescinding the expense as inappropriate under the Agreement; or (3) modifying or reducing the expense with reasons for the modification or reduction. The Applicant may appeal the Planning Director's decision to the Board of County Commissioners by delivering a written request for appeal to the Planning Director within ten days after the Applicant's receipt of the decision. Such appeal shall be considered by the Board as an administrative matter (no notice or hearing required to be provided to the applicant) and the Board, following review of the Applicant's written contest and the Planning Director's written decision in response, shall: (1) affirm the expense as appropriate under this Agreement; (2) delete or rescind the expense as inappropriate under the Agreement; or (3) modify or reduce the expense. The Board of County Commissioner's administrative decision on appeal shall be final. Review and processing of an

Applicant's timely written contest shall not be an expense within the meaning of this Agreement.

7. The Applicant shall make the required Development Review Expense Deposit at the time of Application submittal. At such time that the expenses charged against the Deposit exceed ninety percent of more of the Deposit, and within ten days of the Applicant's receipt of notice by the County of this, the Applicant shall supplement the Deposit by making an additional deposit with the Planning Director of an amount of at least fifty percent of the amount of the initial deposit for land use fees and expenses. The Planning Director may reduce the amount of, or may waive, the Applicant's making of an additional deposit where the Planning Director finds that the estimated or anticipated additional expenses for the processing of the Application will not likely exceed the remaining balance in the Deposit. The Applicant shall be obligated to maintain a positive balance in the Deposit at all times.
8. Except as otherwise precluded or prohibited by law or an agreement with the County, the Applicant may terminate the Application at any time by delivering written notice to the Planning Director. The Planning Director shall immediately take all reasonable steps necessary to terminate the accrual of additional and continuing expenses to the Applicant. In no event shall the Applicant be obligated to pay an expense associated with work or service performed on the Application that is more than forty-eight hours after the date and time of the delivery of the Applicant's notice of termination.
9. Upon final action regarding the Application, the remainder of the Deposit shall be returned to the Applicant after all outstanding expenses are paid.
10. The Applicant understands that approval of the Application is not consideration for any payment in accordance with this agreement.

APPLICANT NOTARY'S SEAL

Signature

Date

Printed Name

COUNTY NOTARY'S SEAL

Signature

Date

Printed Name

DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT
Consumer Protection Division 6 CCR 1010-10
STATE BOARD OF HEALTH
Group Gathering Areas
(Adopted August 16, 1972, effective September 22, 1972)

Colorado Department of Public Health and Environment
4300 Cherry Creek Drive South Denver, CO 80222-1530

Standards and Regulations for Group Gathering Areas

1.0 ADMINISTRATION

1.1 AUTHORITY: Sections 3-16-2 (6) as amended, 66-1-7 (14) and 66-34-4 and 66-34-4 and 9 Colorado Revised Statutes 1963, as amended (1967-1969 and 1971 Perm. Cum. Supps.) ADOPTED: August 16, 1972 EFFECTIVE DATE: September 22, 1972

1.4 PURPOSE: The purpose of these standards and regulations is to provide minimum requirements for the protection of the health and safety of assemblies of people, in excess of those normally requiring health and sanitary services provided in a community, and for the protection of the health and safety of the general public.

1.5 APPLICATION: The provisions of these standards and regulations apply to basic sanitation and health services, occupancy, maintenance and use of group gathering areas. These requirements are not intended to pre-empt or limit the authority of any town, city, or county to concurrently regulate group gatherings.

2.1 DEFINITIONS

For the purpose of these regulations:

2.2 Group gathering area means any place maintained, operated or used for a group gathering, or assemblage, except an established permanent stadium, athletic field, arena, auditorium, coliseum, fairground, or other similar permanent place of assembly.

2.3 Group gathering means a group of 25 or more persons assembled together for a meeting, festival, social gathering, or other similar purposes that can be anticipated to exceed 10 hours. Group gatherings of 25 to 500 persons shall be exempt from meeting provisions of Sections 4.5; 4.6c, d; 4.7; 6.7; 6.8; 8.2; 11.1; 11.2; 11.3; 11.4; 11.5; and 13.1a, b of these standards.

2.4 Health Department means the “Colorado Department of Public Health and Environment” and its authorized inspectors, agents and employees.

2.5 Operator means the person responsible for managing the group gathering area. In the event that no “manager” exists, the owner, or in the event of his unavailability, the lessee of the group encompassing the group gathering area, shall be deemed to be the “operator” under these regulations.

2.6 Person means an individual, group of individuals, association, partnership or corporation, firm or company.

2.7 Refuse means all combustible or noncombustible, putrescible or non-putrescible solid or liquid wastes.

2.8 Sanitary facilities means toilet, privies, lavatories, urinals, drinking fountains and the service building or room provided for installation and use of these units.

2.9 Nuisance: The following shall be defined as nuisance Per. 23 of 12 Outdoor Events Permit – Revised

a. Any public nuisance known at common law or in equity jurisprudence; An attractive nuisance known at common law or in equity jurisprudence; Whatever is dangerous to human life or detrimental to health; Overcrowding an area or a room with occupants; Insufficient December 2014

ventilation, illumination, or heating; inadequate or unsanitary sewerage or plumbing facilities; Unsanitary conditions; Whatever renders air, food or drink unwholesome or detrimental to the health of human beings.

3.0 ACCESS

3.1 Each group gathering area shall be provided with convenient and safe access for the ingress and egress of pedestrian and vehicular traffic.

4.1 GROUND

4.2 Each group gathering area shall be well drained and so arranged as to provide sufficient space for people assembled, vehicles, sanitary facilities and appurtenant equipment.

4.3 Trees, underbrush, large rocks and other natural features shall be left intact and undisturbed whenever possible. Natural vegetative cover shall be retained, protected and maintained so as to facilitate drainage, prevent erosion and to preserve the scenic attributes.

4.4 The grounds shall be maintained free from dust wherever possible, accumulations of refuse, and other health and safety hazards constituting a nuisance as defined.

4.5 The size of the group gathering should be limited to the number of persons for which the facilities are designed to accommodate, and provisions should be made to prevent people in excess of the maximum permissible number from gaining access to the group gathering area.

4.6 Illumination shall be provided at night to protect the safety of the persons at the assembly. The assembly area shall be adequately lighted but shall not unreasonably reflect beyond the assembly area boundaries, unless adjacent properties are uninhabited. Light level intensities shall be at least five-foot candles.

4.7 a. On site parking space shall be provided where persons arrive at the group gathering area by vehicular means.

3.1.1 Service road and parking spaces shall be so located as to permit convenient and safe movement of vehicular and pedestrian traffic and free passage of emergency vehicles.

3.1.2 Width of service roads shall be not less than the following: one traffic lane - 11 feet; two traffic lanes - 22 feet; parallel parking lane - 7 feet.

3.1.3 Adequate parking space shall be provided. Adequate parking space is generally construed to mean at the rate of at least one parking space for every four persons and the density shall not exceed 100 passenger cars or 30 buses per useable acre.

4.8 At least 20 square feet per person shall be provided at the site for daytime assemblage and at least 40 square feet per person shall be provided for overnight assemblage.

5.1 WATER SUPPLY

5.2 An adequate, safe, supply of potable water, meeting requirements of the Colorado Department of Public Health and Environment shall be provided.

5.3 Where water is distributed under pressure and flush toilets are used, the water supply system shall deliver water at normal operating pressures (20 pounds per square inch minimum) to all fixtures at the rate of at least 30 gallons per person per day.

5.4 Where water is not available under pressure, and non-water carriage toilets are used, at least 3 gallons of water per person per day shall be provided for drinking and lavatory purposes.

5.5 Transported water shall be obtained from an approved source, stored and dispensed in an approved manner. Such stored water shall meet the state standards for drinking water supplied to the public.

6.1 SANITARY FACILITIES

6.2 Sanitary facilities shall be provided and installed in the minimum numbers required by the provisions of the Colorado Technical Plumbing Code.

6.3 Where water under pressure is not available, equivalent facilities shall be provided and installed in accordance with requirements of the Colorado Department of Public Health and Environment and the Colorado Water Pollution Control Commission.

6.4 Required sanitary facilities shall be provided in the following numbers:

- a. Toilets - separate for each sex at the rate of two for the first 100 persons and one for each additional 100 persons or fractional part thereof.
 - b. Urinals - urinals (men's) and sani-stands (women's) may be substituted for up to one-third of the required number of toilets, 24 inches of trough urinals in a men's room shall be considered the equivalent of one urinal or toilet.
- 6.5 Required sanitary facilities shall be conveniently accessible and well identified.
- 6.6 Each toilet shall have a continuous supply of toilet paper.
- 6.7 Service buildings or rooms housing required plumbing fixtures shall be constructed of easily cleanable, non-absorbent materials. The buildings, service rooms and required plumbing fixtures located therein shall be maintained in good repair and in a clean and sanitary condition.
- 6.8 Water points or drinking fountains shall be conveniently accessible and well identified.
- 6.9 Waste water shall be discharged into approved drains to prevent contamination and nuisance conditions. Drinking fountains shall be of approved types and common drinking cups shall be prohibited.

7.1 EXCRETA AND LIQUID WASTE DISPOSAL

- 7.2 Facilities shall be provided and properly maintained for the disposal or treatment and disposal of excreta and liquid wastes.
- 7.3 Where a public sewer system is available, all plumbing fixtures and all building sewers shall be connected thereto. If a public sewer system is not available, a private sewage disposal facility meeting the regulations of the Colorado Water Pollution Control Commission shall be installed and connected to all plumbing fixtures and building sewers. Provided, however, that if neither of the above is available, and if the gathering does not exceed a period of seven days, sewage disposal may be by burial at a depth not less than 12 inches below the ground surface, and at a distance not less than 100 feet from any surface waters. Adequate precautions shall be taken to prevent the intrusion of such sewage and wastewater upon the environment in a manner that is unhealthful, injurious to the environment, or otherwise degrading to the environment.

8.1 REFUSE DISPOSAL

- 8.2 The storage, collection, transportation and disposal of refuse shall be so conducted as to prevent odor, insect, rodent and other nuisance conditions.
- 8.3 Two and one-half cubic feet of covered watertight metal or plastic refuse containers, sufficient to contain all the solid wastes, shall be provided for each 10 persons. Refuse containers shall be readily accessible.
- 8.4 All refuse shall be collected from the assembly area at least once each day of the assembly and disposed of at a lawful disposal site.
- 8.5 The grounds and immediate surrounding properties shall be cleaned of refuse within 24 hours following an assembly.

9.1 VECTOR CONTROL

- 9.2 a. Insects, rodent and other vermin shall be controlled by proper sanitary practices, extermination or other safe and effective control methods.
- b. Where necessary, animal echo-parasites, and other disease transmitting and nuisance insects shall be controlled.

10.1 SAFETY

- 10.2 Where an electrical system is installed, it shall be installed and maintained in accordance with provisions of the National Electrical Code.
- 10.3 The grounds, buildings and related facilities shall be maintained and used in a manner as to prevent fire and in accordance with applicable local fire prevention regulations.
- 10.4 Internal and external traffic and security control shall meet requirements of the applicable local law enforcement agency.

11.1 **MEDICAL**

- 11.2 Emergency medical services shall be provided under the supervision of a licensed physician.
- 11.3 An enclosed covered structure shall be provided for emergency medical treatment and care.
- 11.4 Adequate medical supplies and medicines shall be provided and made available for emergency treatment of sick and injured persons.
- 11.5 Adequate vehicles suitable for emergency use shall be available.
- 11.6 Telephone or radio communications shall be provided and kept available for emergency purposes.

12.1 **FOOD SERVICE**

- 12.2 Food service activities, not required to have a restaurant license under Chapter 68, Article 2, CRS 1963 shall conduct food service operations in conformance to the physical and operational requirements of the Colorado Restaurant Sanitation Laws, Rules and Regulations.

13.0 **MISCELLANEOUS-OPERATIONAL**

- 13.1 a. Reasonable precautions shall be taken to insure that the sound of the will not carry unreasonably beyond the boundaries of the assembly
- b. The noise level at the perimeters of the site shall not exceed 70 decibels scale of a sound level meter meeting specifications on the American Standards Institute unless the assembly area is remotely located and adjacent properties are uninhabited.

13.2 The operator shall be responsible for meeting the provisions of these standards and regulations to serve the maximum number of people to be assembled, for operational maintenance, and for the clean, safe and sanitary condition of the grounds, sanitary facilities and other service equipment. Each person attending an assembly shall be responsible for proper use of the grounds, sanitary facilities and other service equipment provided for the assembly.

Pertinent sections of **Colorado Revised Statutes**:

§ 25-1-114 Unlawful acts – penalties. (1) It shall be unlawful for any person, association or corporation and the officers thereof:

- (a) To willfully violate, disobey or disregard the provisions of the public health laws or the terms of any lawful notice, order, standard, rule or regulations issued pursuant thereto;
- (f) To fail to remove from private property under his control at his own expense, within forty-eight hours after being ordered to do so by the health authorities, any nuisance, source of filth, or cause of sickness within the jurisdiction and control of the department, whether such person, association or corporation shall be the owner, tenant or occupant of such private property; except that if such condition is due to an act of God, it shall be removed at public expense;

§ 25-13-105 Unlawful acts. (1) Except as otherwise provided in this article, it is unlawful for any person:

- (a) Within the recreation areas of the state to discharge untreated sewage upon the surface of the ground, or in any waters of the state;
- (b) To deposit or bury refuse on the public lands or waters within the state, except within areas or receptacles designated by the operator for this purpose;
- (c) To deposit refuse on private or public land in such a way that said refuse may be blown, carried, or otherwise transported from its point of deposit;
- (d) To willfully mar, mutilate, deface, disfigure or injure beyond normal use any rocks, trees, shrubbery, wild flowers, or other features of the natural environment in recreation areas of

the state;

- (e) To willfully cut down, uproot, break, or otherwise destroy any living trees, shrubbery, wild flowers or natural flora in recreation areas of the state;
- (f) To build fires unless in compliance with rules and regulations of the board, to abandon or to leave fires unattended, or to store flammable liquids in a container which is not of a type approved by the department in an organized campground or other recreation areas subject to this article;
- (g) In organized campgrounds or recreation areas to use any cleansing agents, whether organic or inorganic in nature, in waters of the state for any purpose, including but not limited to bathing, clothes washing and similar activities, or to dispose of any water containing such agents on the surface of the ground within fifty feet of any waters of the state. Such water shall be disposed of in facilities provided by the operator or in the manner specified by the operator.

§ 25-13-111 Enforcement. This article shall be enforced by the department, the Division of Wildlife, the Division of Parks and Outdoor Recreation, all city, county, and district departments of health and local boards of health, and any peace officer in this state.

§ 25-13-112 Citizen's complaint. Any person may initiate an action under the provisions of this article by signing a complaint in accordance with the applicable rules of judicial procedure, that he has observed a violation of this article.

§ 25-13-113 "Construction. No provisions of this article shall be construed to repeal or in any way invalidate more stringent actions, orders, rules, regulations, ordinances, resolutions, or quality standards established by any governmental entity or agency.

§ 25-13-114 "Penalty for violation. Any person who violates any of the provisions of this article is guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than five hundred dollars.