

**PITKIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
 TEMPORARY COMMERCIAL USE/SPECIAL EVENT PERMIT
 APPLICATION INFORMATION AND PERMIT PROCESS**

The temporary use and occupancy of **public or private properties and/or roadways** for commercial activities or special events that are not otherwise permitted within a specific zone district may be permitted by the Community Development Director.¹ The Community Development Department coordinates the review of these activities/events by various referral agencies in order to ensure that the activities/events are conducted in a safe manner, and that any impacts on the community or on public resources are mitigated by the permittee. The permittee is required by the Code to demonstrate that adequate provisions have been made for police supervision, public parking, insurance, site set-up, maintenance and clean-up, emergency services, and safety of operations, as required by the Code. A permit will not be issued unless these requirements are satisfied.

Special Events include, but are not limited to, the following:

- ⇒ Public events for amusement or entertainment, such as concerts or festivals;
- ⇒ Fund-raising or non-commercial events to benefit nonprofit religious, educational, or community service organizations;
- ⇒ Foot races and bike races.

Temporary Commercial Uses include, but are not limited to, the following:

- ⇒ Filming of movies or commercials;
- ⇒ Trade shows.

Community Development Permit Required – Exceptions:

Is this a fund-raising or non-commercial event for a non-profit religious, educational, or community service organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the event be conducted entirely (including parking) in a permanent facility on private property owned or leased by the sponsoring agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the event have a maximum duration of one day and be limited to the hours between 8:00 AM and 9:00 PM?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered **YES** to **ALL** of the questions above, then a permit from the Community Development Department is **NOT** required. However, you must still obtain any other required permits or approvals, such as a special events liquor license, pyrotechnics permit, etc. Contact Community Development at 920-5090 to determine what other permits may be required. In addition, you must notify the Sheriff and the County Engineer of the time, place and estimated attendance at least 72 hours prior to the event.

If you answered **NO** to any or all of the questions above, you must complete the attached application and submit the application and all required attachments to the Community Development Department for review. If you are requesting a permit **for filming of commercial and films**, please obtain the separate application specific to those activities from the Community Development Department.

In order to make the process as efficient as possible for permittees, staff and other referral agencies, the **Community Development Department** will be the **primary contact for permittees** during the review process. Once the completed application is submitted, Community Development will distribute the application to the necessary referral agencies and will schedule a date for the Special Event Committee (“Committee”) to review the application. Sign-off by all of the required referral agencies on the attached

¹ Per Section 3-200-030 of the Pitkin County Land Use Code (“Code”).

“Committee Review” sheet will constitute the approved permit, unless further review and approval by the BOCC is deemed necessary by the Community Development Director.

Special event permit applications and temporary commercial use permit applications shall be submitted to the Community Development Department **not less than sixty (60) days prior to the event date**, along with the following:

1. \$460 fee (\$360 Community Development, \$50 Engineer, \$50 Environmental Health)
2. Map (sketch or site plan) of event site, detailing any temporary or permanent structures, street closures, all impacted properties (identifying owners), parking, vicinity map, etc.
3. Schedule of events
4. Detailed safety and operating plan (see Attachment A)
5. Proof of insurance/indemnification (naming Pitkin County as “additional insured”)
6. Letter/signed contract of approval to use the specific site(s) from public or private property owner(s)
7. Comments from applicable caucus/homeowners association (see Attachment B)
8. Copies of all other applicable permits (as referenced within the application) Contact numbers are included in Attachment B, and applicable codes and standards are listed in Attachment C. Permits may be processed concurrently with this application.

**PITKIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
TEMPORARY COMMERCIAL USE/SPECIAL EVENT PERMIT APPLICATION**

Please complete the following questions in detail. If an item does not pertain to your event, please mark "N/A."

1. Location of event: _____

2. Type of activity (parade, assembly, sporting event, filming, etc.): _____

3. Name of sponsoring organization: _____
Address: _____ Phone: _____

4. Name of person responsible for event: _____
Address: _____ Phone: _____
Cell Phone, Radio Frequency or other means of contact **during** the event: _____

5. Date(s) of event: _____
Starting time: _____ Ending time: _____
Events of a longer duration than 72 hours must be approved by the BOCC.

6. Number of people involved (including participants, event staff, and spectators): _____

7. Will you provide notification of the event to the public and/or to adjacent/affected property owners? _____ If YES, please describe: _____

8. Are you requesting to erect temporary structure(s) or tents? If so, describe size, purpose, etc.:

Temporary structures shall conform to any and all applicable building codes and other County regulations, and the permittee shall obtain any required building permits from the Building Department. If a tent is erected, the Fire Marshal shall complete a life safety inspection prior to the event.

9. If you require electricity, what is the source of your electric power? _____

Temporary power (electric) shall conform to any and all applicable electrical codes and other County regulations, and the permittee shall receive any required electrical permits from the Building Department.

10. Will there be amplified sound, music, or fireworks, etc.? If yes, please describe: _____

If fireworks are planned, the permittee shall obtain a permit and approval from the applicable Fire Marshal and the Sheriff. The permittee shall comply with the Pitkin County Noise Ordinance.

11. Will any food be sold? _____ **If YES, the permittee shall enter into a vending agreement and shall complete and return a Temporary Food Service Survey form to the Environmental Health Department.**
12. Will beer, wine, or alcoholic beverages be dispensed at your event? _____ **If YES, please complete Attachment "D" and contact the County Clerk to obtain a State of Colorado special event liquor license permit.**
13. Are you requesting to use any County properties (parks, trails)? _____ If YES, please specify: _____

Contact Land Management to obtain approval to use County properties. If County owned properties are used, the permittee must meet the following conditions:

- A. Crowd must be orderly.
 - B. Area must be cleaned at completion of activity.
 - C. Vehicles must stay off grass and walkways and signed areas. All event signage (i.e. stay off grass, no parking) must be removed within 24 hours after conclusion of event.
 - D. No person shall use any public park for business purposes without the necessary permits and licenses.
 - E. Hours of operation may be limited.
 - F. Damages to park facilities and property or non-compliance with these conditions may be cause for cancellation or withdrawal of this permit. The County may require a permittee to post financial security to ensure restoration or revegetation in the event that County property is damaged.
14. If the event involves movement (e.g. parade, foot race, etc.), describe the route, including start and dispersal location, and attach a map. _____

15. Are you requesting road closures? _____ If YES, please include date and times:
 Road _____ From _____ To _____ Date _____
 Road _____ From _____ To _____ Date _____
If road closures are approved, the permittee shall publish display ads in local daily newspapers to provide notice of road closures at least 2 days prior to the closure.

16. If you do not require road closures, will your event use any public or private roads? _____
 If YES, please describe: _____

17. Where will you provide parking? _____
 # of spaces available _____.

18. Will any shuttle service be provided? _____ If YES, please describe methods to be used to encourage use of public transit: _____

19. Please describe traffic control measures to be instituted: _____

20. Permittee is expected to provide security, traffic and parking control. Please state how many personnel will be provided for security, traffic control and parking control. _____

Law enforcement services will be charged out at \$65.00 per hour and ONLY if resources permit. The Sheriff reserves the right to place officers and staff at the permittee's expense as deemed necessary in the best interest of public safety. For further information, contact the Sheriff's Office.

21. How many and what size vehicles and equipment do you plan to stage for the event? Please provide the location for staging of all vehicles and equipment. _____

22. Are you requesting to use fixed wing or rotor wing aircraft for any aspect of the event? If YES, please describe. _____

23. How many volunteers are participating and in what capacities (other than those identified above)? _____

24. **ALL PERMITTEES: Please complete the attached written safety and operating plan (See Attachment "A").** A safety and operating plan is required for planned events because the emergency service infrastructure is funded by the Pitkin County taxpayers to offset unplanned events that pose a threat to life and property. As a result, any potential demand for services generated by a planned event should be alleviated ahead of time by the event sponsor or organizer. This includes non-profit organizations. **The posting of financial security, in an acceptable form, may be deemed necessary by the Pitkin County Sheriff's Office upon review of the Safety and Operating Plan.**

25. If you will be renting portable toilets and hand-washing stations, where will they be located? How many will be provided? _____

26. Describe types of trash/recycle containers to be used. How many? Locations? _____

Trash/recycle containers and portable toilets must be removed within 24 hours of the event.

27. Name, address, and telephone number of person responsible for clean up: _____

28. List any special needs required that have not been covered: _____

I certify that I am an authorized representative of _____
and have the power to execute this application on behalf of the above-named organization. All of the
above statements are true to the best of my knowledge, information and belief. I acknowledge that this
temporary commercial use/special event permit shall be subject to the following restrictions:

- A. The County may revoke a temporary commercial use/special event permit prior to or during the event if the permittee violates any of the conditions or requirements of the permit.
- B. The County may require the permittee to participate in a post-event debriefing with referral agencies, affected citizens and other interested/involved parties to address issues that arose during the event.
- C. The County may require the permittee to post financial security to ensure compliance with any of the conditions or requirements of the permit.
- D. If a major incident or emergency occurs in the County during the event, the Sheriff reserves the right to remove any and all emergency medical, fire and law resources from the event.
- E. The Community Development Director may refer the application to the BOCC for consideration, following the Committee's review.
- F. The permittee shall adhere to all representations made in the application and in public meetings.

Signature of Permittee Title _____

Print name Address _____

SPECIAL EVENT COMMITTEE REVIEW

EVENT: _____
Date of Committee review: _____

ADDITIONAL CONDITIONS:

Financial security required: ___ Yes ___ No
Amount: _____ Sheriff's Office

_____ Road and Bridge

_____ Chemical Dependency Task Force

_____ Risk Management

_____ Environmental Health Department

_____ County Engineer

_____ Public Safety Council Representative

_____ Land Management

Financial security required: ___ Yes ___ No
Amount: _____

Building

Financial security required: ___ Yes ___ No

Amount: _____

Community Development

Refer to BOCC: ___ Yes ___ No

Other:

Other:

I acknowledge and agree to abide by the additional conditions included herein.

Signature of Permittee

Date

Print name

Sign-off by all of the required referral agencies on this sheet will constitute the approved permit for the proposed activity/event, unless further review and approval by the BOCC is deemed necessary by the Community Development Director, in which case a BOCC resolution will constitute the approved permit.

ALL APPLICABLE PERMITS MUST BE POSTED OR PRODUCED UPON REQUEST

ATTACHMENT "A"

SAFETY AND OPERATING PLAN REQUIREMENTS

The purpose of this part of your application process is to promote public safety in the conduct of special events in Pitkin County. You should also consider this activity as a template to facilitate your safety program development. Together we can work to ensure a safe and successful conclusion to your efforts.

Please provide the following information as it applies to your event. Note that some questions will not be applicable, or appropriate, given the nature and/or scale of your event. Contact the Public Safety Council (970-920-5234-Cindy Mohat) for additional information or direction regarding these requirements.

- Is this a corporate sponsored event for-profit or non-profit (Check one of the appropriate boxes)

The following statements assess the level of risk to the participant/citizens of the county and its potential to affect normal public safety resources: (Please Check appropriate boxes.)

Yes No **A.)** Does the event pose risks to the individual participant and public safety?

Yes No **B.)** Does the event occur in wilderness, swift water/open water or mountainous terrain and have the potential to affect normal public safety resources?

If either A or B were answered yes, then the applicant may be required to post financial security to the Sheriff's Office.

All participants of an event are encouraged to purchase and carry during the event a hiking, fishing, hunting, snowmobile, boat registration or back county certificate, which may cover costs of an emergency through the Colorado Department of Local Affairs-DOLA Grant.

A safety plan can be written in outline format to facilitate ease in finding detailed information for both the participant and public safety officials.

1. Outline in detail all the activities, risks, or other safety issues associated with staging or participating in your event.
2. Outline in detail outline the appropriate safety measures you will have in place for the event:
 - A. Name the single point of contact public safety officials will be in communication with at all times during the event. List all means of communication and numbers (ex. Cell phone-970-555-1212)
 - B. Who has overall responsibility for the safety of the event?
 - C. Where will this individual be located during the event? Describe (bullet topics) your safety briefing for event staff?
 - D. D. Outline in detail your safety preplans to include:
 - 1) Is your written safety/security plan developed and distributed? Please provide a copy. It should address the following items:
 - a) Dispatch procedures for your internal emergency response resources-drawings (flow chart) may be helpful.
 - b) Requests for assistance procedures.

- c) Event communications plan-drawings may be helpful
 - 2) Please ensure that your map attached to the temporary use application clearly identifies **emergency facilities, emergency access routes** and **hazards**.
 - 3) Outline in detail how you will detect and respond to event emergencies.
 - 4) Please describe event-provided emergency medical provisions for staff and participants. (See below)
 - 5) Are there any low risk hazards likely to be encountered by the staff or participants and how they are to be addressed? (Road crossings, stream crossings, etc.)
 - E. Will your event's safety facilities (aid stations, heli-spots, etc.) be prominently and clearly marked? If so, how?
 - F. What are your inclement weather contingency plans?
3. The event shall supply its own Emergency Medical Services (including ambulance service), depending on the scale and risk assessment of the activities. You may contact local fire and ambulance departments or private providers for quotes and availability.

ATTACHMENT “B”

**CONTACT LIST
(all area code 970)**

DEPARTMENT OR AGENCY	CONTACT PERSON	PHONE/FAX
Aspen Fire District	Ed Van Walraven	925-2690/920-4451
Aspen Police Department	Joseph Cortez	920-5400/920-5409
Aspen Special Events Committee	Kathryn Koch	920-5060/920-5197
Basalt Fire District	Scott Thompson	927-3365/927-3936
Brush Creek Metro District	Cheryl Morgan	923-4263
Building Division		920-5090/920-5439
Bureau of Land Management	Brian Hopkins	947-2840/947-2829
Carbondale Fire District	Bill Gavette	963-2491/
Chemical Dependency Task Force		920-5235/920-5558
Community Development	Ezra Louthis	920-5090/920-5482
County Clerk	Jennifer Doss	920-5180/920-5196
Crystal River Caucus	Lee Beck	963-3584
Engineering	Bud Eylar	920-5206/920-5374
Environmental Health	Carla Block	920-5070/920-5077
Frying Pan Caucus	Dale Coombs	927-2870
Land Management	Temple Glassier	920-5390/920-5374
Maroon/Castle Creek Caucus	King Woodward	925-7772
Owl Creek Caucus	Gary Snook	544-0782
Public Safety Council	Cindy Mohat	920-234/920-5198
Risk Management	Kris Jewkes	920-6017/920-5198
Sheriff	Bob Braudis	920-5300/920-5307
Snowmass/Capitol Caucus	Sue Helm	923-3131
Snowmass Village	Victoria Giannola	923-5524/923-6083
Snowmass/Wildcat Fire District	John Mele	923-2212
US Forest Service		925-3445 (Aspen District) 963-2266 (Sopris District)
West Buttermilk HOA	John Kane	925-1600
Woody Creek Caucus	Jackie Lothian	920-5063

Contact Community Development to obtain contact names for homeowners' associations.

**ATTACHMENT “C”
APPLICABLE CODES AND REGULATIONS**

	APPLICABLE CODES & REGULATIONS	CONTACT
Electricity, Temporary	Uniform Electric Code	Community Development – Building Division
Fireworks		Fire District, Sheriff
Food Service	Temporary and Occasional Food Service Establishment Requirements, Colorado Food Service License	Environmental Health
Liquor License	State of Colorado special event liquor license permit	County Clerk
Noise Limits	Title VII of the Pitkin County Code (BOCC Ordinance #99-38)	Environmental Health
Refuse disposal	Colorado Department of Health Standards and Regulations for Group Gathering Areas	Environmental Health
Road Closures	Pitkin County Road Management & Maintenance Plan	County Engineer
Sanitary Facilities: toilets and hand washing stations	Colorado Department of Health Standards and Regulations for Group Gathering Areas	Environmental Health
Temporary Commercial Use/Special Event Permit	Land Use Code Section 3-200-030	Community Development
Tents or Temporary Structures	Uniform Building Code, Uniform Fire Code	Community Development – Building Division; Fire District

ATTACHMENT "D"

Complete if liquor will be served at your event.

State of Colorado special event liquor license permit must be applied for with the County Clerk's office (920-5180/5196). This permit process takes 30 days and is ONLY issued to incorporated non-profit organizations. Proof of Host Liquor Liability insurance must be provided.

Please indicate yes/no to the following criteria if liquor is to be served at the event.

		YES	NO
a.	Non-transferable Legal Age Identification bracelets?	___	___
b.	TIPS (server) training for bartenders and caterers?	___	___
c.	Designated "Family Friendly" seating area?	___	___
d.	Inclusion of Tipsy Taxi in the planning of event?	___	___
e.	Provision of alternatives to alcohol; free non-alcoholic drinks for designated drivers?	___	___
f.	Free water and ice available?	___	___
g.	Cessation of alcohol service at predetermined point prior to the end of the event? What time? _____	___	___
h.	Food available at all times?	___	___
i.	Training of security staff and volunteers on friendly intervention?	___	___
j.	Prohibition of use of alcohol or drugs by staff and volunteers while on duty?	___	___
k.	Designated smoking area?	___	___
l.	Designated medical detox area on-site?	___	___
m.	Other: _____		