

Special Event Permit Application

Block Parties are permitted under a separate application from.



100 Jefferson County Parkway
Suite 3550
Golden CO, 80419
303-271-8700
planning.jeffco.us
pzpermits@jeffco.us

Permit Number (for Jeffco employee use only): _____ SE

Event Date: _____

1. This form is only an application until validated by Jefferson County staff. Make sure to fill out both pages of this form.
2. Fees can be [found on our website](#). Make checks payable to Jefferson County Treasurer.
3. All spaces below must be filled in before submitting application to Jefferson County staff.
4. All applications are subject to submit documentation pursuant to the [Jefferson County Zoning Resolution](#) in regard to Special Events (i.e. detailed maps showing all affected streets/roads, detailed letter stating parking plan, proposed security control).
5. All permit documents should be emailed to pzpermits@jeffco.us.

For all Events on County Property:

Sponsors and/or event organizers must furnish a Certificate of Insurance of a general liability policy covering claims which might arise from the event, including participant and spectator liability, if an event takes place on county property or a affects a public right-of-way. These policies must have a minimum limit of \$1,000,000 per occurrence and must name Jefferson County Government as additional insured.

Applicant and Event Details

Address of Site _____ City _____ State _____ Zip _____

Property Owner _____ Phone Number _____ Email _____

Address _____ City _____ State _____ Zip _____

Organization or Applicant Name _____ Phone Number _____ Email _____

Mailing Address _____ City _____ State _____ Zip _____

Event Description

Date(s) of Event	Start Time	A.M.	P.M.	End Time	A.M.	P.M.	Estimated # of Participants	Estimated # of Spectators
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Checklist of Acknowledgments

I hereby acknowledge that I have read this application and state that the above is correct, and agree not to start this project until this application is approved, and shall comply to the laws of the State of Colorado and the Zoning Regulations and Building code of Jefferson County. Any violation of the above noted terms will cause immediate revocation of this permit.

I hereby acknowledge that I will not, knowingly, remove, replace or alter in any way, County Property.

Applicant's Signature _____ Date _____

Jefferson County Staff Use Only

Zone District	Map Number	Plat Book	Page	ODP Book	Page
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Name	Date	Fee	Receipt Number
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Special Event Permit Checklist on page 2.

Special Event Permit Application

Permit Number (for Jeffco employee use only): _____

Special Event Permit Checklist

See the Special Events Section of the [Jefferson County Zoning Resolution](#) for detailed instructions and submittal requirements.

Written Description and Supporting Document Requirements**

Special Event	Written Description
X	Location of the Event or Event Route, List all Roads Affected
X	Expected Water Requirements
X	Expected Sewer / Sewage Requirements
X	Number of Employee / Volunteers
X	Number and Location of Toilets
X	Anticipated Attendance
X	Food or Alcoholic Beverages to be Served
X	Temporary Structures and/or Fences
X	Number of Parking Spaces Provided, including a determination on how that number was reached
X	Traffic Control Mechanism(s)
X	Proposed Security Control
X	Proposed Public Notification Plan
	Supporting Documents:
*	Insurance Policy Information – For events proposed on County property or public rights-of-way, see Section 22
*	Written Confirmation from Property Owner

Detailed Map Requirements**

X	Site Plan (Drawn to scale, showing all property lines, the boundary of the special event area, and any structures on the property)
*	Street Map (Showing where street will be closed)
*	Parking Area(s)
*	Event Route (if applicable)

* May be required. Please confirm with Planning & Zoning Staff.

** Planning & Zoning may require additional information. Submittal requirements must be met in order to receive an approved Special Event permit, failure to provide required documents could result in a hold and/or denial of the Special Event permit application.