

JEFFERSON COUNTY COLORADO

Planning & Zoning Division

SPECIAL EVENT PERMIT APPLICATION

Block Parties are permitted under a separate application form.

Permit # SE
Event Date

1. Fees are online at our website or call 303-271-8700. Make checks payable to Jefferson County Treasurer.
2. All spaces below must be filled in before turning in application to Jefferson County staff.
3. 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*).

Please complete **BOTH** sides of this application.

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.

Address of site or Street Name(s)		Legal Description	
<input type="text"/>		<input type="text"/>	
Property Owner		Phone	
<input type="text"/>		<input type="text"/>	
Owner's Address			
Street	City	State	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization or Applicant Name		Contact Person	Phone
<input type="text"/>		<input type="text"/>	<input type="text"/>
Mailing Address			
Street	City	State	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide a brief description of the event (*or attach a cover letter*)

Duration of Event	
From: <input type="text"/> day of <input type="text"/>	To: <input type="text"/> day of <input type="text"/>
Time of Day	
From: <input type="text"/>	To: <input type="text"/>
<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
Est. # of Participants <input type="text"/>	Est. # of Spectators <input type="text"/>

Please read and check

- I hereby acknowledge that I have read this application and state that the above is correct. I agree not to start this project until this application is approved, and shall comply with the laws of the State of Colorado and the Jefferson County Zoning Resolution. 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 Name

Date Phone

Applicant's E-mail Address Applicant's Signature

Staff use only

Zone District <input type="text"/>	Map # <input type="text"/>	Insurance Company <input type="text"/>
Plat Book <input type="text"/>	Page <input type="text"/>	Policy # <input type="text"/>
ODP Book <input type="text"/>	Page <input type="text"/>	Address <input type="text"/>
Name <input type="text"/>	Date <input type="text"/>	Fee <input type="text"/>
		Receipt # <input type="text"/>

Special Event Permit Checklist

Written Description and Supporting Document Requirements **

See Section 10 of the Zoning Resolution

A written statement that addresses every item applicable to your event is required

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 - see section 10
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 10.F.2.g
*	Written Confirmation from Property Owner – see section 10

Detailed Map Requirements **

See Section 10 of the Zoning Resolution

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

* 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.