

# SPECIAL EVENT PERMIT APPLICATION



**Pueblo County Department of  
Planning and Development**  
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Notice: All information, including emails, submitted to Pueblo County Department of Planning and Development is considered public record, and is therefore available for public review.

This application form is for proposed Special Events as defined below:

1. A Special Event is defined as a temporary commercial, promotional, or festive activity, at a specific location that is open to the public and is planned for or expected to attract a large assembly of persons.
2. A Special Event Permit is not required for the following:
  - Parades
  - Wedding and funeral ceremonies
  - Events or gatherings that attract or are intended to attract less than 500 people
  - Election activities and political rallies
  - Farming and harvest related events (e.g. corn mazes, pumpkin patches and similar) which are held on a working farm
3. Special Events that are not exempted above shall require review and approval of a Special Event Permit.

<b>SPECIAL EVENT PERMIT NUMBER</b>		<b>DATE:</b>
<b>ASSESSOR'S TAX PARCEL NUMBER(S)</b> (FOR MULTIPLE PARCELS, ATTACH SEPARATE SHEET)		
<b>APPLICANT</b>	<b>NAME, TITLE OF PRINCIPAL CONTACT:</b>          <b>SIGNATURE:</b>	<b>ADDRESS:</b>          <b>TEL:</b>  <b>EMAIL:</b>
<b>SPECIAL EVENT PROPERTY OWNER OF RECORD</b>  (FOR MULTIPLE OWNERS, ATTACH SEPARATE SHEET)	<b>NAME, TITLE:</b>          <b>SIGNATURE:</b>	<b>ADDRESS:</b>          <b>TEL:</b>  <b>EMAIL:</b>

#### **APPLICATION REVIEW PROCEDURE:**

- Applications shall be submitted no less than 75 days, nor more than 12 months prior to the Special Event. Upon receipt of a complete application, the Pueblo County Department of Planning and Development will route the application to applicable review agencies or individuals for comment and recommendations.
- After review of all required information, comments, and documentation, the Planning Director shall approve, conditionally approve, or deny the application. Approval shall be given only when in the judgment of the Planning Director such approval is in compliance with any applicable regulations.
- The Planning Director shall make a decision (approval, Approval with conditions, denial) no less than 30 days prior to the beginning of the scheduled Special Event.

#### **SPECIAL EVENT PERMIT APPLICATION SUBMITTAL REQUIREMENTS:**

Applicants shall submit materials as described below, as well as any additional materials requested by the Permit Administrator. The submittal shall include and address the following:

- A detailed site plan showing all information necessary to demonstrate the Special Event will comply with all applicable codes and regulations. The site plan shall be drawn to scale and shall depict all infrastructure and existing uses on the Special Event property (and any adjacent property to be used for parking or camping), and depict location of rest rooms, trash receptacles, tents, stages and staging areas, spectator areas, seating, vendor areas, entrances/exits, use of public right-of-way, fencing, screening and buffering, camping areas, parking areas.
- Information detailing all activities to be conducted at the Special Event.
- Specific dates and times the Special Event will be held.
- Estimated attendance, including total attendance and peak time attendance.
- Number of employees and staff.
- Number and type of vendors.
- Noise levels and noise mitigation measures. For events with bands/music, application shall specify times music will end.
- Lighting of Special Event site, including types, areas and hours site will be illuminated.
- Electrical source(s), with details of proposed safety measures for electrical cords, cables, generators, and the like.
- Traffic control and parking. Include traffic control measures and details of parking areas and adequacy of parking for the Special Event.
- Use of County Roads and/or State Highways, including access to the Special Event, as well as details of any road restrictions and closures, with documentation of approval of any necessary permitting or requirements from the Pueblo County Department of Public Works and/or the Colorado Department of Transportation (CDOT).
- Dust control.

- Waste disposal, including solid waste and wastewater, with documentation of Pueblo City-County Health Department approval for waste disposal.
- Food preparation and sales, with documentation of Pueblo City-County Health Department approval for food preparation.
- Alcohol sales and documentation of licensing approval for any alcohol sales.
- Proposed signage, including size, type, height, and location of any signs or banners.
- Proof of insurance.
- A cleanup/site restoration plan for the Special Event site.
- Security/law enforcement. Include type and level of security from private security provider, as well as documentation from any applicable law enforcement agency, showing that agency has reviewed and is in agreement with proposed security and law enforcement measures to be in place for the Special Event. Applicant shall address proposed law enforcement and security measures proposed for the Special Event, as well as for any associated camp sites, access and pedestrian areas, and parking areas. Applicant shall address security measures for controlling access and trespass by Special Event attendees onto driveways and property in the vicinity of the Special Event.
- Fire protection and hazardous materials. Provide documentation from applicable fire protection district, showing that the fire district has reviewed and is in agreement with proposed plans for fire protection, hazardous materials, medical service, emergency evacuation of Special Event area, and that the crowd capacity and projected attendance meets the district's standards for the Special Event area and facilities.
- Copy of deed, lease, and written letter of authorization from property owner (if applicant is not property owner) showing permission for use of the Special Event premises including the Special Event site and any adjacent properties used for parking or camping.
- Letter(s) of consent from property owner(s) on whose property any off-premises directional signs will be located.
- Certified mail receipts providing documentation of Special Event notice mailing to all property owners within 300 feet of the property boundary of the Special Event site (per *Pueblo County Code*, Section 17.120.270 E. f.). 
- The applicant shall furnish the County with any additional information that may be necessary to adequately review and make a decision.
- Application materials shall be submitted in .pdf format.
- An application fee of \$150.00