

Special Event Permit Checklist

All submittal materials listed below must be submitted electronically, in .pdf format.

- _____ 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.

- _____ Copy of deed, lease, and written letter of authorization from 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

- _____ 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).

- _____ Waste disposal
Including solid waste and wastewater, with documentation of Pueblo City-County Health Department approval for waste disposal.

- _____ Food preparation and sales (*should food be cooked and served*)
With documentation of Pueblo City-County Health Department approval for food preparation.

- _____ Alcohol sales and documentation of licensing approval for any alcohol sales (*should alcohol be sold*)
- _____ Proposed signage
Including size, type, height, and location of any signs or banners
- _____ [Letter\(s\) of consent from property owner\(s\) for signage](#)
On whose property any off-premises directional signs will be located.
- _____ 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, including but not limited to Pueblo County Sheriff's Department and Colorado Department of Public Safety (CDPS), showing that agency has reviewed and agrees 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.
- _____ A mailing list of property owners and map
(e.g., Assessor's property owner list and map) providing documentation of Special Event notice mailing to all property owners within 300 feet of the property boundary of the Special Event site (per Section 17.120.270 E. f)
- _____ Copy of Letters to be sent to Property Owners
- _____ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority (as applicable to LLC property ownership).
- _____ Articles of Incorporation and By Laws (as applicable for Corporation Property ownership).
- _____ Trust Documents (as applicable for Trust Property ownership).