

Submittal Date: \_\_\_\_\_

## **SPECIAL EVENT/USE APPLICATION**

Event/Use Information:

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location and activities for event/use: \_\_\_\_\_  
\_\_\_\_\_

Amount of area needed for the special use (length, width, acres, etc.): \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Number of Vendors: \_\_\_\_\_

Number of Spectators : \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_

Applicant's information:

Organization Name: \_\_\_\_\_ Event Sponsors: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email address: \_\_\_\_\_

### **Section A. Introduction**

See the attached *Application Instructions and Guidelines* for assistance in completing the application. If you are missing this attachment, please contact the Open Space and Trails Department at 970-668-4060.

### **Section B. Types of Special Uses**

Check all that apply for your application:

- Special Event** – planned, organized and publicized activities of short duration not involving construction of permanent structures, buildings, physical improvements or material alterations to property. Special events are activities engaged in by a total of ten or more participants.
- Special Uses** – allow occupancy, use, rights or privileges for a specified period through the issuance of a permit, lease or easement. They are uses which may be periodic, seasonal or continuous in nature and may involve competition, entertainment or training but which do not involve the construction of structures, buildings, physical improvements or material alterations to property.

**Section C. Permitting Authority Jurisdictions**

Which jurisdictions will this special event or use impact? Which jurisdictional boundaries will event cross? Check all that apply for your application:

- Denver Water Board
- US Forest Service
- Town of Frisco
- Town of Dillon
- Summit County Government
- Event will cross Open Space property
- Event will cross CDOT property
- Event will cross County Roads

**Section D. Permit Process**

- Submittal of all applications must be at least 90 days prior to the event/use date.
- All new applications must go before the DRReC at their monthly meeting for review.  
Applications must be submitted 4 weeks prior to the scheduled meeting.
- Applications shall be reviewed for compliance with the *DRRA Rules and Regulations* and the *DRRA Plan*. Staff shall prepare a report making a recommendation for the Committee.
- A Base Fee is required at the time of submittal in the amount of \$\_\_\_\_\_.
- Approximate the fee due according to the attached fee schedule that is to be paid following the completion of the event/use. That amount is \$ \_\_\_\_\_.

**Section E. Description of Special Event/Use**

Complete the above section on event/use information. If necessary, please attach additional pages for a more complete explanation of the proposal.

Vicinity Map/Site Plan A map of the recreation area for the applicant to draw in proposed event locations should be submitted with the application. Attached is a map for your convenience.

1. Proposed temporary structure, if any is planned, list the following:
  - ◆ Type\_\_\_\_\_ ◆ Location\_\_\_\_\_
  - ◆ Expected use\_\_\_\_\_
  - ◆ Who will erect and take down the structure\_\_\_\_\_
  - ◆ Building Department inspection may be required.
2. List any Town facilities you would like to utilize \_\_\_\_\_.  
Is it currently reserved? Yes\_\_\_\_\_ No \_\_\_\_\_.
3. Are there any other events that are reserved for that day in the County? Yes \_\_\_ No\_\_ I don't know \_\_. If yes, please list which ones \_\_\_\_\_.
4. Are you proposing construction of a temporary facility (e.g. tents, bleachers)  
Yes \_\_\_\_\_ No \_\_\_\_\_. Please attach separately, if applicable, a detailed description.
5. Are you proposing to serve food? Yes \_\_\_\_\_ No \_\_\_\_\_.
6. Are you proposing to serve alcoholic beverages? Yes \_\_\_\_\_ No \_\_\_\_\_.

7. Are you proposing to sell clothing or memorabilia? Yes \_\_\_\_ No \_\_\_\_.

**Section F. Technical and Financial Capability**

Describe your technical and financial capability to construct, operate and terminate the use for which authorization is requested, including the protection and restoration of public lands.

1. Please complete or attach separately an **Activity Plan** description to include the following:

- a) Staffing will consist of \_\_\_\_\_
- b) Equipment \_\_\_\_\_
- c) Activity schedule \_\_\_\_\_
- d) Safety provisions \_\_\_\_\_
- e) Proposed participant or event fees \_\_\_\_\_
- f) Sponsors \_\_\_\_\_
- g) Performance bond to guarantee protection and restoration of property used for the event  
\_\_\_\_\_

2. Please complete or attach separately a **Business Plan** description to include the following:

- a) Technical skills and experience required \_\_\_\_\_  
\_\_\_\_\_
- b) Financial backing for construction, operation and termination \_\_\_\_\_  
\_\_\_\_\_

**Section G. Environmental Effects and Proposed Protection Measures**

Describe in this section or attach separately what actions will be taken to protect the DRRA environment and the likely effects that the proposed use will have on the environment including: i.e. air quality, visual impacts, water quality, noise, vegetation, soil, sanitation and parking.

1. **Parking:** Indicate the authorized personnel to direct traffic are: \_\_\_\_\_ Number of Parking Spaces Provided: \_\_\_\_\_ Will you have off-site parking? \_\_\_\_ If yes, How will you be moving people to the event site? \_\_\_\_\_  
Is parking proposed on roads? \_\_\_\_ If yes, please indicate where parking will be during a snowstorm to allow for plowing (only applicable for events that are taking place during the winter months from September through May): \_\_\_\_\_

*\*\*Be sure to indicate number of parking spaces and the locations of the following: parking areas, traffic flow, personnel directing traffic, and traffic signage on the site plan. \*\**

2. **Trash Removal:** Number of trash receptacles to be provided: \_\_\_\_\_

Describe trash removal plan/schedule: \_\_\_\_\_

Describe plan to remove hot coals and grease: \_\_\_\_\_

**\*\*Be sure to indicate location of all trash receptacles on the site plan. \*\***

3. **Sanitation and Water:** Number of Sanitation Facilities proposed: \_\_\_\_\_  
Describe disposal plan: \_\_\_\_\_  
Indicate if participants are providing their own water: \_\_\_\_\_  
If providing water for your participants, describe water source and method of distribution:  
\_\_\_\_\_

**\*\*Be sure to indicate location and number of sanitation facilities and of water stations on the site plan if applicable. \*\***

4. **Hazardous Materials:** Do you plan to store or use flammable or hazardous materials including fuels, gases, chemicals or fireworks? Yes \_\_\_\_ No \_\_\_\_\_. Please provide a detailed description the provisions to be taken to protect the area and water from being contaminated or damaged. \_\_\_\_\_
5. **Reservoir Water Surface:** Do you plan to use the water surface? Yes \_\_\_\_ No \_\_\_\_\_. Please provide a detailed description of how you will protect the water quality from fuels and waste.  
\_\_\_\_\_

#### **Section H. Additional Permits and Approvals Secured**

Please read, sign and attach the following items as listed in the *Instruction and Guidelines*:

- Attach signed Indemnification form.
- Provide proof of insurance.
- List source of electricity, if applicable \_\_\_\_\_. Attach appropriate approval letters.
- If event involves athletic competition, attach EMS plan. \_\_\_\_\_
- Signage plan shall include: \_\_\_\_\_
- Attach a copy of the fireworks approval letters from appropriate fire districts, if applicable.
- Law Enforcement plan: \_\_\_\_\_
- Public works/road assistance plan: \_\_\_\_\_
- Animal control plan: \_\_\_\_\_
- Proof of placement of an advertisement, or advertisements, explaining the details of the event is required.
- Other entities that may need permitting separately includes:
  - a) Fire District
  - b) County Ambulance Service
  - c) Environmental Health Department
  - d) Summit County Sheriff or Town Police Chief
  - e) US Forest Service
  - f) Town or County Building Departments
  - g) Town or County Clerk Offices
  - h) Town or County Planning and Zoning Departments

***Any changes to your event after the completion of the application must be submitted immediately in writing to Summit County Government, Open Space and Trails Department.***

I certify that all application information is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_