



Special Event/Special Use Permit Application
Summit County Government

Date: _____

DO NOT LEAVE ANY BLANKS

A. Fill in the blanks

Name of Event: _____

Date(s) of Event: _____ Time(s) of Event: _____

Descriptions of Event/Scope of Activities (attach narrative if appropriate and include brief route description and necessary facilities): _____

Applicant: Organization Name: _____

E-mail: _____

Contact Person: _____ Phone: _____

Address: _____

Responsible Party for Day of Event: Name: _____

Mobile Phone Number: _____

Contact Name and Mobile Phone Number – Day of Event: _____

Number of Participants: _____ Entry fee per Participant: _____

Number of Vendors: _____ Number of Spectators: _____

Submit Business Plan for Special Use Permit

See the *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.

Special Event permit applications may be submitted on the first regular business day of the year of the proposed event, but not less than forty-five (45) days prior to the proposed Special Event date.

B. Vicinity Map/Site Plan

1. Attach a vicinity map for each event application. Indicate the following items:
 - Route access and circulation
 - Aid stations and rest stops

2. Attach a site plan map for each event application. Indicate the following items as applicable:
 - Security personnel/route marshals
 - Signage
 - First aid and emergency services
 - Parking locations
 - Food service/alcohol booths
 - Water stations
 - Sanitation facilities
 - Trash receptacles
 - Electrical sources/lighting locations
 - County facilities (i.e. trails, open space parcels, roads, etc.)

C. Parking/Traffic Flow

1. List event parking areas: _____
2. Authorized personnel to direct traffic are: _____
3. Will you have off-site parking? ____ If yes, how will you be moving people to the event site?

4. Number of parking spaces available: _____
5. Is parking proposed on County roads? ____ If yes, list the roads: _____

D. Summit County Sheriff's Office/Law Enforcement

1. Describe the plan for communications to be used in the event of an emergency (i.e. radio channels, cell phones, etc.): _____

2. Will your event involve multiple Law Enforcement Agencies? (list): _____

3. Do you anticipate hiring uniform deputy services from the Summit County Sheriff's Office for ground security or traffic direction? _____
4. Will your event interrupt the normal traffic flow on any roadway? _____
5. Will your event seek to obtain authorization to park vehicles on any public roadway? _____

6. Have you notified the Summit County Rescue Group and/or the Summit County Water Rescue Team of the proposed event?

E. Emergency Medical Care

1. Describe EMS arrangements/plan: _____

2. Submit ICS206 Medical Form for Large Events (*Over 1,000 participants*)

(Additional medical information may be required by Summit County Ambulance.)

F. Food Service

1. Describe food services for this event: _____

2. List all food vendors (*All must meet applicable State and County Food Service Licensing requirements*): _____

G. Water

1. Is event providing water to participants? _____

2. If yes, describe water source and method of distribution: _____

H. Alcohol

1. Is alcohol service planned for this event? If yes, explain: _____

Attach copies of all required licenses as applicable. Liquor Licenses can only be obtained from the Clerk & Recorder's Office. PLEASE NOTE alcohol is not allowed on County property!

I. Sanitation/Portable Toilets

1. Number of sanitation facilities provided: _____

2. Describe disposal plan: _____

(See State requirements.)

J. Trash Collection/Removal

1. Number of trash receptacles to be provided: _____

2. Describe trash removal plan/schedule: _____

K. Animal Control

1. Will pets/animals be allowed at this event?: _____ If yes, what types of animals?: _____
2. Describe types of activities involving animals:

L. Utilities

1. Describe utilities required for this event: _____

3. Will this event require a sound system/amplification?: _____ If yes, describe system to be used: _____

M. Open Space and Trails Facilities

1. List any open space parcels, natural surface trails and/or recreational pathway sections that are proposed to be used by this event: _____

N. Road and Bridge Facilities

1. List the roads that are proposed to be used to perform the activities of this event:

O. Signage

1. List and describe the types of signage that is proposed to be used for this event and its purpose. Attach a diagram of each type of sign describing the text, size and materials proposed. All traffic signs on State Highways must meet MUTCD standards. All event related signage must have name and date of event. _____

CHECKLIST: The following items are required for complete application (*read and initial next to each item*):

- Cover letter explaining the event.
- Completed application.
- Route map with detailed route description.
- Site plan identifying location of aid stations, event signs, course marshals, etc as listed in instructions B2.
- Emergency medical plan as listed in instruction item E.
- Contingency/inclement weather plan.

For Special Use application please add a Business Plan.

CONDITIONS OF APPROVAL: (*Read and initial next to each condition*)

Permit Fee – The applicant will be required to pay a non-refundable Special Event permit fee as outlined in the **Permit Fee Schedule - Summit County Special Event Permit - Effective January 1, 2015 (attached below)**.

- Special Event Permit Fee per the Permit Fee Schedule (Summit County Special Event Permit - Effective January 1, 2015). Permit application fee and a per participant fee as referenced in above stated document was based on:
 - Number of participants
 - Duration of the Special Event
 - Geographic extent of the event on County facilities
 - Impacts of the proposed event on County facilities
 - Amount of processing time required by the Summit County Government for the event
 - Direct benefit(s) of the event to Summit County’s residents
 - a) provides an economic infusion into Summit County;
 - b) is a fundraiser for a Summit County-based non-profit organization; and
 - c) participants are comprised mostly of local community members.

Requests and recommendation letters may be included with the application for consideration as to how the proposed event meets the above criteria.

- Security Deposit** - A refundable security deposit or performance bond shall be required from the applicant when the Special Events Committee determines that the proposed Special Event has the potential to damage County Roads, Property, and Property Interests and when a Temporary Road Closure and/or signage is determined necessary for conducting the proposed Special Event in accordance with the Special Event Regulations. The Special Events Committee shall determine the amount of such Security Deposit based upon its consideration of the nature and extent of the proposed Temporary Road Closure, signage and/or potential damage. The Open Space and Trails Department will notify the applicant of the amount and the deadline for payment. The Security Deposit shall be reimbursed to the applicant in an amount determined by the Special Events Committee that is commensurate with the applicant’s compliance with the conditions provided for the administration of the Temporary Road Closure and/or signage, and the extent of any

damage incurred.

- ❑ **Insurance (Permit is not valid without appropriate insurance at the time of the event.)** - Liability Insurance shall be provided in the amount required by the county. Evidence of insurance shall be provided prior to issuance of any permit. The insurance policy shall name the County as an insured, and shall provide coverage for County personnel rendering service during an event. The permittee shall have in force public liability insurance covering: (1) Property damage in the amount of fifty thousand dollars (\$50,000) and, (2) Death or injury to one person in the amount of three hundred fifty thousand (\$350,000) and, (3) Death or injury to more than one individual in the amount of nine hundred ninety thousand dollars (\$990,000). Contractual liability coverage must also be provided in a similar amount for the indemnity agreement. The coverage shall extend to property damage, bodily injury, but not limited to the occupancy or use of the land and the construction, maintenance, and operation of the structures, facilities, or equipment authorized by the permit. Summit County must be added as additional insured on the policy. Proof of insurance is due no less than 10 days prior to the event.
- ❑ **Indemnification Agreement** – All permits must be accompanied by an indemnification agreement. The County will provide the applicant the indemnification agreement and failure to submit this indemnification agreement within a minimum of 10 business days prior to the date of the Special Event will prohibit final approval of the Special Event by the County.
- ❑ **Written operational plan** - A written operational plan regarding the management of the event is required.
- ❑ **Written business plan** - A written business plan is required to be submitted with Special Use permit applications.
- ❑ **Provision of Notice** – A notice, via certified mail, to the appropriate fire protection districts, volunteer fire departments, and any other emergency response agencies that may be affected by the event is required. The applicant must obtain a list of appropriate agencies from the Sheriff’s Office.
- ❑ **Public Notice** – Placement of an advertisement, or advertisements, explaining the details of the event a minimum of seven (7) calendar days prior to the event, in at least one local newspaper of general circulation as approved by the County is required. The applicant shall be responsible for the cost of advertising and for providing proof to the Open Space and Trails Department at least five (5) business days prior to the event.
- ❑ **Additional Permits:** Applicant shall acquire valid approvals for conducting the proposed event from the owner or manager of each of the properties accessed, crossed or otherwise directly affected by this event. The County may require Applicant's provision of written evidence of such approvals as a condition precedent to issuance of a County Special Event Permit.

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 office.

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

Signature: _____ Date: _____

EXHIBIT A

PERMIT FEE SCHEDULE SUMMIT COUNTY SPECIAL EVENT PERMIT EFFECTIVE JANUARY 1, 2015

All applications shall be submitted with an application fee as set forth in this Permit Fee Schedule, to cover the costs of review and processing of the application. Such fees are non-refundable, regardless of the ultimate determination on the granting of the permit. Special event applications will be processed only upon submittal of a complete application and application fee.

Special Event Fees are determined based on three criteria: application fee, event fee and additional fee. All three of these factors are added together for one total permit fee.

INSTRUCTIONS FOR DETERMINING SPECIAL EVENT PERMIT FEES

Please contact the Summit County Open Space & Trails Department at (970) 668-4060 for assistance calculating your total fee.

1. Determine which tier your organization falls under within Table 1: Application Fee.
2. Determine event fee using Table 2.
3. Determine if any additional fees are required in the "Additional Fees" table.
4. Add the cost of application fee, event fee and additional fees for a total permit fee.

Application Fee (to be submitted with application):	\$ _____
+ Event Fee (to be submitted within ten (10) days of completion of event):	\$ _____
+ Additional Fee(s) (to be submitted within ten (10) days of completion of event):	\$ _____
Total Permit Fees	\$ _____

TABLE 1: APPLICATION FEE

Tier 1 – \$100.00 application fee for those that qualify as a tax exempt local non-profit organization or local government.

Tier 2 – \$200.00 application fee for all tax exempt non-profit organization.

Tier 3 – \$300.00 application fee for all other organizations.

TABLE 2: EVENT FEE			
Type of Event (see description in OS&T Regulations)	Tier 1	Tier 2	Tier 3
Race/Series Events, Tours and/or Social Events using County Facilities	\$.50 per participant for each entry	\$1.00 per participant for each entry	\$1.50 per participant for each entry
Events/Races/Tours hosted and occurring within Keystone or Copper Mountain Resorts		Permitted by resort submitted bi-annually \$750.00 per season	
TABLE 3: ADDITIONAL FEES			
County Services (i.e. Sheriff's Office, Emergency Services, Road & Bridge Services, etc.)		Separate hourly fee not part of the Event Fee Applicant must coordinate with applicable offices.	
County Facilities (i.e. building use, trailhead use, parking lot use during event, etc.)		\$50 per hour Not to Exceed \$400.00 per facility*	
Commercial Filming/Photography		To be determined by County Staff based on impacts to County Resources.	

* Fees may be adjusted based on impacts to County facilities

Security Deposit - A refundable security deposit or performance bond shall be required from the applicant when the Special Events Committee determines that the proposed Special Event has the potential to damage County Roads, Property, or Property Interests or when a Temporary Road Closure and/or signage is determined necessary in accordance with the Special Event Regulations. The Special Events Committee shall determine the amount of such security deposit based upon its consideration of the nature and extent of the proposed Temporary Road Closure, signage and/or potential damage. The Open Space and Trails Department will notify the applicant of the amount and the deadline for payment. The Security Deposit shall be reimbursed in an amount that is commensurate with the applicant's compliance with permit conditions, or the extent of any damage incurred, as determined by the Special Events Committee.