



**2017 TEMPORARY USE PERMIT
City of Woodland Park**

Project #: _____
Fees: Non-profit: No Permit Charge
Special Event (for Profit) = \$88.00
Outdoor Vendor (for Profit) = \$36.00

1. Type of Event (Check one or more):

Non-profit Special Event Permit
For-profit Special Event Permit

Non-profit Outdoor Vendor Permit
For-profit Outdoor Vendor Permit

2. Applicant Information:

- a. Name of Special Event/Outdoor Vendor: _____
- b. Project Coordinator: _____
- c. Mailing Address: _____
- d. City/Zip: _____
- e. Phone(s): _____
- f. Email: _____

3. Property Owner:

- a. Name: _____
- b. Mailing Address: _____
- c. City/Zip: _____
- d. Phones: _____
- e. Email: _____

4. Description of Temporary Use:

- a. Description of Special Event/Outdoor Vendor Operation *(add a separate sheet if necessary)*:

- b. Location/Site Address: _____ Site Zoning: _____
- c. Dates/Days of Operation: _____
- d. Number of Employees/Volunteers: _____ Anticipated Turnout: _____
- e. Total Number of Vendors: _____ Food Vendors: _____ *(Note: For food vendors, the applicant must contact Teller County Environmental Health at 687-6416 prior to operation)*
- f. Event or Vendor Sales Hours: _____ Set-up & Clean-up Hours: _____
(Note: If event extends between the hours of 9:00 PM and 7:00 AM, City Council must approve request at a public hearing)
- g. Parking Plan Description *(including handicapped parking)*: _____

- h. Street Closure? YES NO Streets Affected: _____

- i. Trash/Recycling Collection Plan:
- a. Number of trash cans: _____ Provided by: _____
 - b. Number of dumpsters: _____ Provided by: _____
 - c. Number of recycling bins: _____ Provided by: _____
 - d. Responsible party for set-up & collection if other than listed above: _____
- j. Sanitation Plan:
- a. Number of portable toilets: _____ Provided by: _____
 - b. Number of hand washing facilities: _____ Provided by: _____
 - c. Responsible party for set-up and collection if other than listed: _____
- k. Traffic Control Plan (# cones/barricades and locations) _____
- a. Responsible party for installing traffic control devices: _____
- l. Noise Mitigation Techniques: _____
- m. Description/Location and number of Signs: _____

NOTE: *If using a sign that will be displayed for more than 24 hours, a sign permit is required.*

- n. Will there be tents/canopies? YES NO Anticipated number of tents/canopies: _____
- a. Do any tents/canopies exceed 1000 SF? YES NO
- If so, please contact Chief Tyler Lambert with the NETCFPD at (719) 687-1866.
- o. Describe Temporary Structures (i.e., tents/canopies) utilized (i.e., size, materials, anchoring, lighting, use/ location of any combustible liquids/propane, electrical cords, etc.):

5. Use of City Property/Equipment:

City-owned property, such as public sidewalks, parking lots, streets, and parks, electricity and equipment from a Special Events Cache (barricades, cones, picnic tables, recycling cans, etc.) may be utilized for special events pending availability and payment and/or submission of a deposit for its use. Please let us know what your specific City property and equipment needs are below and we will make every effort to accommodate your request.

- a. Approx. Sq. Feet of Leased City-owned property (*daily rate is \$.24 per 10 sq. ft.*): _____
- b. Number of Electrical Outlets Required: _____ Days of Use: _____

NOTE: \$5.00 / pedestal / 4-hour increment

- c. Items Requested from Special Events Cache (*refundable deposit of \$100 required at time of equipment pickup; contact Suzanne Brown in Public Works at 687-5293 for more information*): _____

- d. Describe usage of City of Woodland Park personnel (*reimbursement may be required*): _____

- e. Name of City Park to be used (*park rental fees apply*): _____
- f. Pavilion on the Green usage? (*contact Debbie Shane at 687-5284*): Yes: _____ No: _____
- g. Other: _____

6. Other Permits:

The following permits may be required as part of the special event and/or outdoor vendor business. Please review the list and check which ones are applicable.

| Type of Permit/Policy: | When Required: | How to Obtain: | Check if required: | Check if obtained: |
|---|---|--|--------------------|--------------------|
| City Business License | If doing business <u>more</u> than 2 times in Woodland Park per year. | Pick up at City Finance Dept. or download online: www.city-woodlandpark.org/Forms and Documents/Finance Department/ Business License Application. | | |
| 1 to 2 Day Event Sales Tax License | If doing business for 2 days or <u>less</u> in Woodland Park per year. | Pick up at City Finance Dept. or download online: www.city-woodlandpark.org/Forms and Documents/Finance Department/1-2 Day Event License. | | |
| Teller County Environmental Health Department Permits | If event/business includes food vendors, a Mobile Unit or Temporary Retail Food Establishment Permit is required. | Contact Teller County Environmental Health at 687-6416 or download forms: www.co.teller.co.us/PublicHealth/EnvHealth.aspx . | | |
| Liquor Special Event Permit | If liquor will be served and the event is a non-profit, this permit is required. | Contact the City Clerks Department at 687-5201. | | |
| Northeast Teller County Fire Protection District | If event involves City street closures or cooking inside tents/canopies, please contact the fire department. | Contact Chief Tyler Lambert at 687-1866 or visit site: www.netellerfire.org . | | |

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|--|---|--|--|--|
| Special Event Permit for use of State Highways | If the event requires a highway closure or creates a “significant impact” to the motoring public on State Highways 24 and/or 67, this permit may be required. | Visit https://www.colorado.gov/pacific/csp/search/site/special%20events or contact by phone at 719-527-5819. | | |
| Certificate of Liability Insurance | If using City of Woodland Park property, such as parks and streets, a policy with the City named as “Additional Insured” in the amount of \$1,000,000 for property and \$600,000 for personal damage is required. | Contact an insurance company. Please provide a copy of your insurance to both the City Clerk and to the City Planner. | | |
| Facility Use Permit from Parks and Recreation | If using City park or open space, then this permit is required. | Call Parks and Recreation Dept. at 687-5225 or download forms: www.city-woodlandpark.org/Forms and Documents/Parks and Recreation/Facility Use Permit. Please submit directly to the Parks and Recreation Department. | | |
| Sign Permit | If using a sign that will be displayed for more than 24 hours, a sign permit is required. | Stop by or call City Planning (687-5209) or consult the City’s website. | | |

NOTE: If you desire to use the Electronic Message Display at Baldwin Street and Short Avenue, or Banner Displays, call Parks and Recreation at 687-5225.

7. Submittal Requirements:

The following items must be included at the time of submittal. Please check if included with application. All applicable items must be included with the application to process.

| Applicant check if included: | Submittal Item: |
|------------------------------|---|
| | Application. This application form. |
| | Appropriate Fee. See top right corner on 1 st page. |
| | Event Site Plan. Site Plan with the following items (on an 11” x 17” sheet or smaller; an example of an event site map can be found on the pg. 8 of this application): |
| | 1. Location and dimensions of all temporary and permanent structures on the site. |
| | 2. Location and names of on-site or adjacent streets, trails and sidewalks and applicable street closures (# of barricades or # of cones). |
| | 3. Location of all parking areas, driving lanes and loading areas (designated handicapped parking). |
| | 4. Location and number of portable toilets, hand washing stations, trash, recycling containers, and dumpsters (as applicable). |
| | 5. Adjacent existing uses, north arrow for reference of diagram. |

8. Safety:

The safety of all participants involved in a special event is paramount. To facilitate a safe event, the organizer shall follow all applicable building codes, fire codes and safety requirements for all equipment and manufacturer specifications on their equipment. Please reference the Event Safety Guide attached to this application for additional information.

Please acknowledge above with signature: _____ **Date:** _____

9. Certification:

Temporary Use Permits are applicable to a specific calendar year. New applications must be submitted after January 1st for each calendar year, so that a new permit may be approved.

I, the undersigned applicant, certify under oath and penalties of perjury that the information found in the application and site map diagram is true and accurate to the best of my knowledge. I certify that I understand that the proposed use and structure shall be in accordance with this application, site map diagram information, all provisions of the City of Woodland Park’s Zoning Regulations, other applicable City regulations, and conditions imposed upon the issuance of this permit.

Applicant’s Signature: _____ **Date:** _____

Property Owner’s Signature: _____ **Date:** _____
(The application cannot be processed without the property owner’s signature)

City of Woodland Park

Event Safety Guidelines

719-687-5202 □ 220 W. South St. □ PO Box 9007 □ Woodland Park, CO 80866

TEMPORARY STRUCTURES AND USES

GENERAL SAFETY RECOMMENDATIONS:

Temporary Structures:

- Be erected and used per manufacturers' specifications and Woodland Park/PPRBD building codes.
- Be secured from overturning by wind or weather by ground attachment or sufficient weight loading.
- Be listed and labeled as fire retardant or fire resistant.
- Not be used in a manner that is hazardous to the user or the general public.
- Be placed so as to not block the access of emergency vehicles or personnel.
- Overstocking of inventories in temporary structures is not recommended.
- Access into and out of any structure is very important, do not block them.

Electrical Safety:

- Use the proper gauge extension cords per manufacturers' use and safety specifications.
- The use of generators or alternative power generating methods shall follow manufacturers' specifications and electric codes from the 2005 National Electric Code, if applicable.
- Always follow safety warnings for lighting and power from requirements on products used.
- Use non-heat producing light bulbs in lighting fixtures and secure them away from combustibles.
- Always use approved ground fault circuit interrupting devices for your entire electrical use to protect against electrical shock at or around your structure.
- Extension cords should be placed, secured or covered across walking areas to prevent tripping and fall hazards.
- Do not grab energized electrical cords, lighting devices, appliances in wet conditions and if these weather conditions are threatening, it is best advised to disconnect them as soon as possible.

Mechanical Safety:

- Always keep approved separations between combustibles, fire or heat generating equipment per the product listing.
- LP-gas equipment, tanks, valves, hoses, fittings, and other related components or safety devices shall be checked to make sure there are no defective conditions before use and used properly in accordance to manufacturer's specifications and the International Fuel Gas Code.
- Heating and cooking equipment shall be in accordance with 2404.15 of the 2009 IFC.
- LP containers shall be located outside of any membrane structure, tents or canopies.

HELPFUL REFERENCES:

Manufacturer Specifications, Installation manuals, Product safety guidelines

Code References: 2009 ICC Codes

Chapter 24 2003 International Fire code

Cooking: Chapter 24 of the International Fire Code

Egress: Chapter 10 of the 2009 International Building Code

Seating: Chapter 10 of the 2009 International Building Code

Electrical: Lighting and power per the 2005 National Electrical Code.

Mechanical: 2009 International Mechanical Code

Snow load: 40 psf

Wind load: 100mph – 3 second gust – exposure c

Building Department Questions:

If you have any questions, please contact the Woodland Park Building Department at 687-5202.

Fire Department Questions:

The NETCFPD may also be able to assist you with your temporary structures or events.

Please contact: Tyler Lambert, Fire Chief NE Teller County Fire Protection District at 687-1866

ENVIRONMENTAL HEALTH – FOOD VENDOR INFORMATION:

All food vendors, including anyone who sells dry goods, must have appropriate licenses, which may include a Colorado Retail Food License. Persons who are going to sell food items anywhere in Teller County must contact the Food Program Manager, Kent Smith at (719) 687-6416 to determine if they have the proper retail food license or if they need to obtain a retail food license. More information and retail food license applications can be found at Teller County's website:

<http://www.co.teller.co.us/PublicHealth/EnvHealth.aspx>

We are asking all event coordinators to fill out an event packet to determine who is selling food at your event and to help us anticipate the number of vendors that may need assistance before each event.

Event coordinators may pickup an event packet at Teller County offices or download one at:

<http://www.co.teller.co.us/PublicHealth/EnvHealth.aspx>

Thank you and have a safe event!

