

- i. Trash/Recycling Collection Plan *(show on site 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 _____
- j. Sanitation Plan *(show on site plan)*
 - a. Number of portable toilets ____ accessible toilets ____ Provided by _____
 - b. Number of hand washing facilities ____ Provided by _____
 - c. Responsible party for set-up and collection _____
- k. Traffic Control Plan *(show on site plan)*
 - a. Number of cones ____ barricades ____ personnel ____
 - b. Responsible party for installing traffic control _____
- l. Noise Mitigation Techniques _____
- m. Tents/canopies? YES NO Anticipated number of tents/canopies ____
 - a. Do any tents/canopies exceed 1,000 SF? YES NO
(Contact NETCFDP at 719.687.1866 if tent/canopies are > 1,000 SF)
 - b. Any open flame or cooking under tent/canopies? YES NO
- n. Describe Temporary Structures *(i.e., tents/canopies, size, materials, anchoring, lighting, use/location of combustible liquids/propane, electrical cords, etc. - show on site plan)*

4. USE OF CITY PROPERTY / EQUIPMENT / PERSONNEL

City-owned property (public sidewalks, parking lots, streets, parks, electricity, etc.), City equipment (barricades, cones, picnic tables, recycling bins, etc.) and City personnel may be utilized pending availability and payment of a rental fee plus deposit. *(show on site plan)*

- a. Approximate area of leased City property *(daily rate is \$0.50 per 10 SF)* _____ SF
- b. Number of electrical outlets required _____ Days of use _____
(\$5.00 / pedestal / 4-hour increment)
- c. Equipment from Special Events Cache *(contact Public Works at 719.687.5293 to reserve)*

- d. Describe use of City personnel *(compensation shall be required)*

- e. Name of City park to be used *(park rental fees apply)* _____
- f. UPCC Pavilion on the Green use? *(call 719.687.5284)* Yes No

5. REQUIREMENTS

Applicant to review the list and check as applicable.

Type of Permit/Policy	When Required	How to Obtain	Check if required	Check if obtained
City Business License	If <u>more</u> than two (2) events in Woodland Park per year	Pick up at Finance or www.city-woodlandpark.org/home/finance-department		
1- to 2-Day Event Sales Tax License	If two (2) events or <u>less</u> in Woodland Park per year	Pick up at Finance or www.city-woodlandpark.org/home/finance-department		
Teller County Environmental Health Permits	If food vendors are involved	Contact Teller County Environmental Health at 719.687.6416 or www.co.teller.co.us/PublicHealth/EnvHealth.aspx		
Special Event Liquor Permit	If non-profit serving liquor submit paperwork a minimum 30 days prior	Call Deputy City Clerk at 719.687.5201		
Northeast Teller County Fire Protection District	If event involves City street or cooking inside tents/canopies	Contact NETCFPD at 719.687.1866 or www.netellerfire.org		
Special Event Permit for use of Highways	If event involves Hwy 24 or SH 67	Contact Colorado State Patrol at 719.635.0385 or https://www.colorado.gov/pacific/csp/obtain-special-event-permit		
Certificate of Liability Insurance	If using City property (park, 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	Contact an insurance company. Provide a copy of insurance to the City Clerk and Planning		
Parks and Recreation Facility Use Permit	If using City park or open space	Contact WP Parks & Recreation at 719.687.5225 or www.city-woodlandpark.org/home/parks-and-recreation and submit directly to WP Parks & Recreation		
Sign Permit *	If displaying a sign or banner more than 24 hours	Contact Planning at 719.687.5202 or www.city-woodlandpark.org/home/planning-building-department		

* To advertise on the Electronic Message Display at Baldwin Street and Short Avenue, or other City signs, call WP Parks & Recreation at 719.687.5225.

6. SUBMITTAL REQUIREMENTS

Applicant check if included	Submittal Item <i>(All applicable items must be included to process application)</i>
	Application: Completed application form
	Fee: See top right corner on page one (1)
	Event Site Plan: See example attached
	Location and dimensions of all on-site temporary and permanent structures.
	Location and names of on-site or adjacent streets, trails, sidewalks and street closures including barricades or cone and event signs.
	Location of all parking areas, stalls, driving lanes and loading areas including accessible parking stalls.
	Location of portable toilets, accessible toilets, hand washing stations, trash/recycling containers, dumpsters, etc.

7. SAFETY

I acknowledge that the safety of all participants involved in a special event is paramount. To facilitate a safe event, all applicable manufacturer specifications, building codes, fire codes and safety requirements for all equipment shall be followed. I have read and shall comply with the **Event Safety Guide** attached to this application.



Applicant _____
Signature *Date*

8. CERTIFICATION

I, the undersigned, certify under oath and penalties of perjury that the information found in this application and site plan is true and accurate to the best of my knowledge. I certify that I understand that the event shall be in accordance with this application, site plan, the City of Woodland Park's Zoning Regulations, and other applicable City regulations and conditions imposed upon the issuance of this permit. Further, I understand that Temporary Use Permits are applicable to a specific calendar year and that new applications must be submitted January 1st for each calendar year.



Applicant _____
Signature *Date*



Property Owner _____
Signature *Date*

(The application will not be processed without the property owner's signature)

Event Safety Guide

ALWAYS be sure to comply with manufacturer specifications, installation manuals, product safety guidelines for tents/canopies and all equipment.

Temporary Structure Safety	<ul style="list-style-type: none"> ▪ Use in a manner that is not hazardous to the user or the general public. ▪ Place so as to not block the access of emergency vehicles or personnel. ▪ Overstocking of inventories in temporary structures is not recommended. ▪ Read NETCFPD “Temporary Structures” and “Tents and Membrane Structures” checklists. ▪ For egress, see Chapter 10 of the 2015 International Building Code. ▪ For seating, see Chapter 10 of the 2015 International Building Code. ▪ For cooking, see Chapter 24 of the 2003 International Fire Code.
Electrical Safety	<ul style="list-style-type: none"> ▪ The use of generators or alternative power generating methods shall follow manufacturers’ specifications and electric codes. ▪ Always follow safety warnings for lighting and power from requirements on products used. ▪ Use non-heat producing light bulbs 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 across walking areas should be placed, secured or covered to prevent tripping and fall hazards. ▪ Do not grab energized electrical cords, lighting devices, appliances in wet conditions and if weather conditions are threatening, disconnect them as soon as possible. ▪ For lighting and power, see 2017 National Electrical Code.
Mechanical Safety	<ul style="list-style-type: none"> ▪ Check liquid propane gas equipment, tanks, valves, hoses, fittings, and other related components or safety devices to make sure there are no defective conditions before use and use properly in accordance to manufacturer’s specifications and the International Fuel Gas Code. ▪ For mechanical, see 2015 International Mechanical Code.
Food Safety	<ul style="list-style-type: none"> ▪ All food vendors, including anyone who sells dry goods, must have appropriate licenses. ▪ All event coordinators must fill out an event packet to determine who is selling food at your event and to anticipate the number of vendors that may need assistance before each event.
Sanitation Safety	<ul style="list-style-type: none"> ▪ For single user portable toilet or bathing units clustered at a single location, at least five percent but no less than one toilet unit or bathing unit complying with ADA requirements shall be installed at each cluster whenever typical inaccessible units are provided. Accessible units shall be identified by the International Symbol of Accessibility.

Questions? Contact:

Building Department at 719.687.5202
 NETCFPD at 719.687.1866
 Teller County Environmental Health at 719.687.6416
 Woodland Park Police Department at 719.687.9262

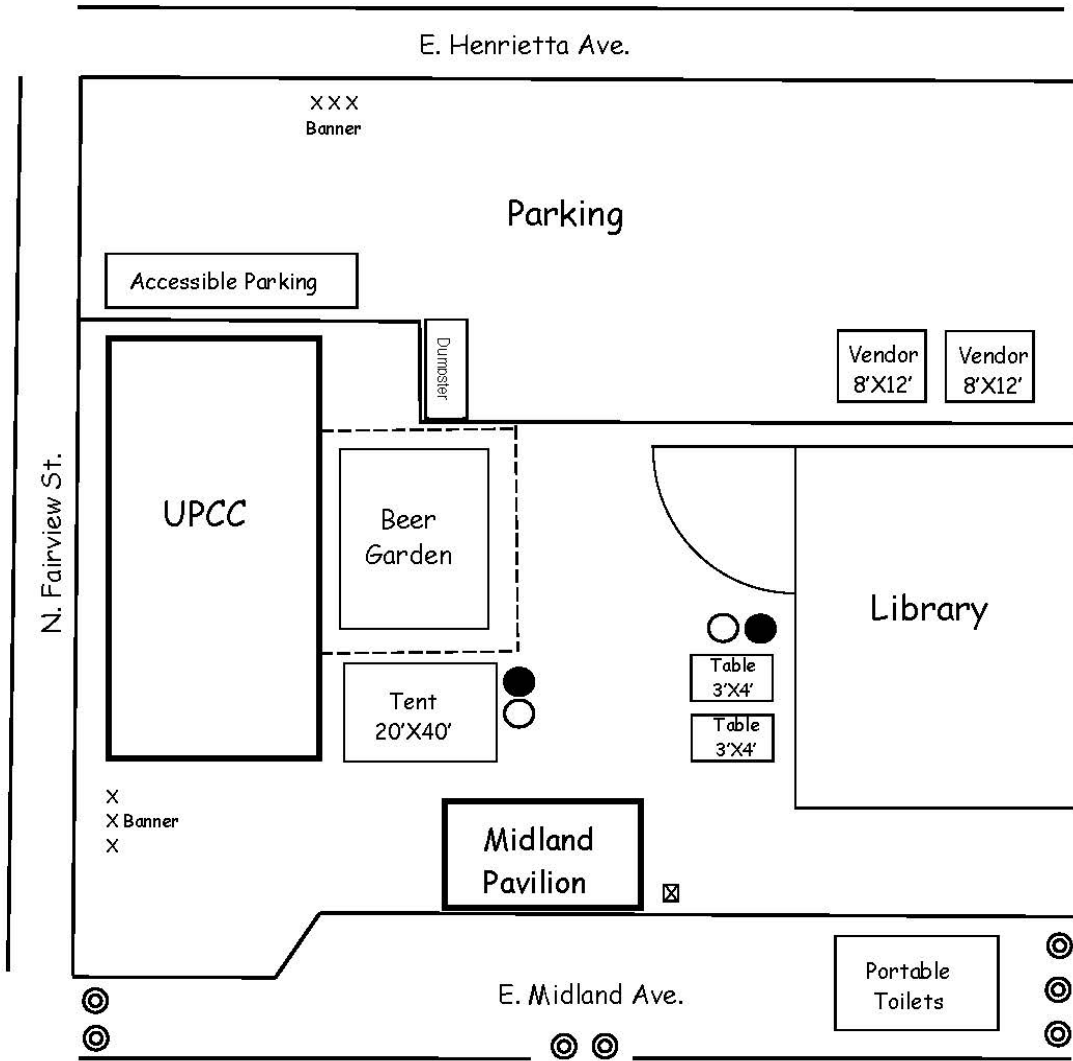
THANK YOU AND HAVE A SAFE EVENT

SPECIAL EVENT SITE PLAN

EXAMPLE EVENT
 AT UPCC & MIDLAND PAVILION
 210 E. MIDLAND AVENUE
 WOODLAND PARK, CO 80863

FOR EXAMPLE
 PURPOSES ONLY

NORTH



X
 X Banner
 X

- | | |
|------|---------------|
| ---- | Fencing |
| ⊙ | Barricades |
| ● | Trash Can |
| ○ | Recycling Bin |
| ⊠ | Outlet |

Drawn By: D. Slaughter 1/8/2019