



GROUP EVENT PERMIT APPLICATION

Community & Development Services, Elbert County, Colorado
 P.O. Box 7, 215 Comanche St. Kiowa, CO 80117 • (303) 621-3185 • Fax (303) 621-3165 •
www.elbertcounty-co.gov

1. Fees are online at elbertcounty-co.gov or call (303) 321-3185. Make checks payable to Elbert County Treasurer.
2. All spaces below must be filled in before turning in application to Elbert County Community & Development Services.
3. All applications must submit requested documentation pursuant to the Elbert County Zoning Regulations, Article XIII (adopted by Elbert County Resolution 19-17, adopted in relation to Special Events (i.e. detailed maps showing all affected streets/roads, detailed letter stating parking plan, proposed security control).
4. Please complete the entire application.

Sponsors and/or event organizers must furnish a **CERTIFICATE OF INSURANCE** of a general liability policy **COVERING CLAIMS WHICH MIGHT ARISE FROM THE EVENT**, including participant and spectator liability, if an event takes place on county property or affects a public right-of-way. **THESE POLICIES MUST HAVE A MINIMUM LIMIT OF \$1,000,000 per occurrence and must name Elbert County Government as additional insured.**

Permit #:		Event Date:	
Address of site or Street Name		Legal Description:	
Property Owner:		Phone:	
Owner's Address:			
Organization or Applicant Name:			
Mailing Address:			
Please provide a brief description of the event (or attach a cover letter):			
Duration of Event:	From	Day	Time
	To	Day	Time

Estimated number of participants:	Estimated number of spectators:
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Please Read and check:

_____ I hereby acknowledge that I have read this application and state that the above is correct. I agree not to start this project until this application is approved, and shall comply with the laws of the State of Colorado and the Elbert County Zoning Regulations. Any violation of the above noted terms will cause immediate revocation of this permit.

Applicant's Name:

Date:

Phone:

Applicant's E-mail Address:

Applicant's Signature:

Staff Use Only

Zone District	Map #	Insurance Company:	
Plat Book:	Page	Policy #:	
ODP Book	Page	Address:	
Name	Date	Fee	Receipt #

Written Description and Supporting Document Requirements **

A written statement that addresses every item applicable to your event is required to be considered for a permit (may require separate submittal attachments)

Group Event	Written Description
X	Location of the Event or Event Route, List all Roads Affected
X	Expected Water Requirements
X	Expected Sewer / Sewage Requirements
X	Number of Employee / Volunteers
X	Number and Location of Toilets
X	Anticipated Attendance
X	Food or Alcoholic Beverages to be Served (and applicable licenses)
X	Temporary Structures and/or Fences
X	Parking plan, to include number and location of Parking Spaces Provided – (including a determination on how that number was reached)
X	Traffic Control Mechanism(s)
X	Proposed Security Control
X	Proposed Public Notification Plan
X	Supporting Documents
X	Adverse weather monitoring plan, and adverse weather contingency plan (if outside event)
X	Crowd Management plan
X	Liquor License (if applicable)
X	Stage or temporary structure inspection (is such is to be used)
**	Insurance Policy Information
**	Written Confirmation from Property Owner
**	Written Confirmation from Sheriff's Office regarding sufficiency of security and traffic, and parking plans
**	Written Confirmation from Fire District confirming sufficiency of fire safety plan (emergency ingress/egress, fire suppression and medical support plan)
**	Written Confirmation from Health Department regarding sufficiency of food safety and sanitation plans (licenses and adequate bathroom facilities)
*	Written Confirmation of Road Use agreement from Public Works Department

Detailed Map Requirements

X	Site Plan (Drawn to scale, showing all property lines, the boundary of the special event area, & any structures on the property)
*	Street Map (Showing where street will be closed)
*	Parking Area(s)
*	Event Route (if applicable)

* Requirement in order to receive Group Event Permit

**May be required. Please confirm with Community and Development Services Staff.

- Risk of injury to participants may require additional medical, law enforcement, and fire department requirements.
- Planning & Zoning may require additional information. Submittal requirements must be met in order to receive an approved Group Event permit, failure to provide required documents could result in a hold and/or denial of the Group Event permit application.

Agency	Check if no additional requirements and/or fees are needed from agency	Signature	Date
Fire District			
Sheriff's Office			
Department of Public Health			
Public Works/Road and Bridge			
Office of Emergency Management			
Elbert County Clerk & Records Office			

IF THE ABOVE HAS NOT RECEIVED THE AGENCY OFFICIAL'S SIGNATURE INDICATING NO ADDITIONAL REQUIREMENTS MUST BE MET FOR THAT AGENCY, YOU SHALL ATTACH COPIES OF THE ADDITIONAL REQUIREMENTS/PLANS WITH THIS APPLCIATION.