

APPLICATION FOR SPECIAL EVENT PURSUANT TO DOLORES COUNTY ORDINANCE NO. 17-1

This Application shall be submitted at least ninety (90) calendar days and no more than one year prior to the requested start date of the proposed Special Event. The County may accommodate shorter application periods when appropriate given the circumstances, including simplicity of the event and unforeseen planning issues. This Application shall be submitted to Dolores County, through the Planning Department. Applicant(s) are encouraged to speak with a Planning Department representative prior to submitting an application to confirm whether the event requires a permit, and whether the permit shall require a level one or level two application. This Application is a guideline only. Applicant(s) are required to satisfy all requirements of Ordinance 17-1. The County reserves the right to require additional information necessary in its sole discretion to process or act upon the Application.

LEVEL ONE APPLICATION

1. Please provide the following, you may also attach fliers or other promotional materials:
 - a. A description of the event, including activities, hours of operations, and duration of the event.

 - b. The location of the event, including the address and/or legal description, along with a description of the area upon which the event will take place, together with a statement of expected impacts to the subject land and surrounding properties and how adverse impacts on surrounding properties will be minimized. If the event includes a parade or other mobile activity, please provide the event route, including a list of all roads affected.

- c. The anticipated total attendance, including a break-down by numbers of employees, contractors, service providers, staff, volunteers, participants and performers.

- d. Any concessions to be available, including food and beverages. If there will be age restrictions for any portion of the event, please describe such restrictions and the method for enforcement.

- e. Any temporary structures or fences proposed, the number and location of toilets and trash receptacles, a potable water plan, a security plan, an emergency services plan and a parking plan.

- f. A list of all event sponsors, property owners, organizers, and promoters, whether individuals or entities, including the name, address and telephone number for each, together with written confirmation from the property owner(s) agreeing to the use of their property or right-of-way for the special event or a copy of the lease agreement(s). If an entity, please include all authorized agents of the entity and the formation documents.

- g. A site plan (drawn to scale, showing all of the following in relation to existing and proposed buildings, parking areas, streets/roads and property lines on the proposed site and on abutting properties) including: the location of the event or the event route, the location of proposed structures (including restrooms, storage bins, trash receptacles, temporary buildings, etc.), the location of traffic controls proposed (including road barriers, detour signs, traffic control lights, traffic personnel, etc. all of which shall be paid for and provided by Applicant), access to/from the site, parking areas (showing access, number of parking spaces, parking barriers, surfacing, etc.), activity areas (e.g. parking area, alcoholic beverage area, children's play area, games area, seating, etc.).

- h. Please obtain from the GIS Department and attach the names and mailing addresses of all property owners and businesses within a ½ mile distance from the boundaries of all the real property upon which the event is to be held.

- i. A nonrefundable processing fee in an amount of \$250.00 designed to reimburse the County for costs of processing the Application. The County shall have discretion to

increase, reduce or waive such fee based upon purposes of the Special Event, complexity of the application, and potential benefits to the community of the event being held. The applicant may request a fee reduction or waiver at the time of the application. In such an event, the payment of the fee may be deferred to the BOCC for determination.

LEVEL TWO APPLICATION

2. If attendance at the Special Event may exceed two hundred (200), the following information shall also be provided. The County reserves the right to require the additional information for events at which attendance will be less than two hundred (200) when deemed appropriate for evaluation of the Application:

- a. The maximum number of tickets to be sold, if any and the plans of Applicant(s) to limit the maximum number of people permitted to attend the event.

- b. The specific plans, including service contracts, for supplying potable water and waste removal.

- c. The specific plans, including service contracts, for holding, collecting and disposing of solid waste material.

- d. The specific plans, including service contracts, to provide for medical facilities, including the location and construction of a structure, the names, addresses and hours of availability of medical technologists and nurses and provisions for emergency ambulance service.

- e. The specific plans, if any, to illuminate the location of the special event, including the source and amount of power and the location of lamps.

- f. The specific plans for communication, including the source, amount and location of communication equipment.

- g. The specific plans for camping facilities, if any, including site locations, densities, and campfire pits.

- h. The specific plans for plans for fire protection, including service agreements.

- i. The specific plans for security, including the number of guards, their deployment and their names, addresses, credentials and hours of availability, along with service contracts.

- j. The specific plans for sound control and sound amplification, if any, including number, location and power of amplifiers and speakers.

- k. The specific plans for meeting State and County health standards for food and liquor concessions and concessionaires who will be allowed to operate on the grounds, including the names and addresses of all concessionaires and their license or permit numbers.

- l. The specific plans, if any, for electrical systems.

- m. The specific plans to insure that trees, underbrush, large rocks and other natural features shall be left intact and undisturbed; that natural vegetative cover shall be retained, protected and maintained so as to facilitate drainage, prevent erosion and preserve the scenic attributes; and that the location of the site be maintained in a manner so as to abate dust.

- n. Certification by an insurance company licensed to do business in the State, stating its intent to insure all activities and events and provide minimum coverage in the amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

CERTIFICATION AND INDEMNIFICATION

Applicant(s) hereby swear or affirm that the representations contained herein are true and correct to the best of their knowledge and belief. By submitting this Application, Applicant(s) hereby agree to indemnify and hold harmless the County and all County employees, officials and agents, for any claims or liability resulting from approval or processing the Application, or resulting from enforcement of any permit ultimately issued.

APPLICANT(S) (The individual making application in the case of an individual, all partners in the case of a partnership, all officers and managers of a corporation or other legal entity, or all members of an unincorporated association, society or group):

Name, Title date

Name, Title date

Name, Title date

Name, Title date

Name, Title date

For County Use	Date Received:	Initials of Person Receiving:
	Fee Received:	PC Meeting Date:
	Date of Event:	Level of Application (1 or 2):