



Jefferson County, Colorado
Planning & Zoning Division

100 Jefferson County Parkway, Suite 3550, Golden, Colorado 80419-3550
☎ 303.271.8700 • Fax 303.271.8744 • <http://planning.jeffco.us>

SPECIAL EVENT PERMIT APPLICATION

Permit # SE

Date

Special Event Block Party

Please complete **BOTH** sides of this application.

1. This form is only an application until validated by Jefferson County staff.
2. The fee for a Special Event permit review is based on type of event:
Fees are on-line at our web site or call 303-271-8700.
Make checks payable to **Jefferson County Treasurer**.
3. All spaces below must be filled in before turning in application to Jefferson County staff.
4. All applications are subject to submit documentation pursuant to the Jefferson County Zoning Resolution in regard to Special Events (*i.e. detailed maps showing all affected streets/roads, detailed letter stating parking plan, proposed security control*).

For All Events On County Property, Except Block Parties

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. **THESE POLICIES MUST HAVE A MINIMUM LIMIT OF \$1,000,000** per occurrence and must name Jefferson County Government as additional insured.

Address of site or Street Name(s)		Legal Description	
<input type="text"/>		<input type="text"/>	
Property Owner		Phone	
<input type="text"/>		<input type="text"/>	
Owner's Address			
Street <input type="text"/>	City <input type="text"/>	State <input type="text"/>	ZIP <input type="text"/>
Organization or Applicant Name		Contact Person	Phone
<input type="text"/>		<input type="text"/>	<input type="text"/>
Mailing Address			
Street <input type="text"/>	City <input type="text"/>	State <input type="text"/>	ZIP <input type="text"/>
Please provide a brief description of the event <i>(or attach a cover letter)</i>		Duration of Event	
<input type="text"/>		From: <input type="text"/> day of <input type="text"/> , To: <input type="text"/> day of <input type="text"/> ,	
		Time of Day	
		From: <input type="text"/> <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. To: <input type="text"/> <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
		Est. # of Participants <input type="text"/>	Est. # of Spectators <input type="text"/>

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 Jefferson County Zoning Resolution. Any violation of the above noted terms will cause immediate revocation of this permit.
- I hereby acknowledge that I will not, knowingly, remove, replace or alter in any way, County Property.

Applicant's Signature

Date

Phone

Print Applicant's Name

Staff use only

Zone District <input type="text"/>	Map # <input type="text"/>	Grading Permit # <input type="text"/>
Plat Book <input type="text"/>	Page <input type="text"/>	Water & Sewer Dist. <input type="text"/>
ODP Book <input type="text"/>	Page <input type="text"/>	Insurance Company <input type="text"/>
Setbacks: N <input type="text"/> S <input type="text"/> E <input type="text"/> W <input type="text"/>	Policy # <input type="text"/>	Address <input type="text"/>
Liquor Authority # <input type="text"/>	# <input type="text"/>	
Building Permit # <input type="text"/>	# <input type="text"/>	

H & T Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Sheriff Dept. Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Open Space Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Health Dept. Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Fire Dept. Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
B.C.C. Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Building Dept. Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Jefferson County Staff Approval

- Approved with no conditions.
 Approved with conditions. *See conditions of approval.*

Name <input type="text"/>	Date <input type="text"/>	Fee <input type="text"/>	Receipt # <input type="text"/>
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Special Event Permit Checklist

Written Description and Supporting Document Requirements **

See Sec. 10.F.2.a

(Please provide a brief written statement that addresses every item applicable to your event)

Block Party	Special Event	Written Description
X	X	Location of the Event or Event Route, List all Roads Affected
X	X	Expected Water Requirements
X	X	Expected Sewer / Sewage Requirements - see section 10.F.2.e
X	X	Number of Employee / Volunteers
X	X	Number and Location of Toilets
X	X	Anticipated Attendance
X	X	Food or Alcoholic Beverages to be Served
X	X	Temporary Structures and/or Fences
X	X	Number of Parking Spaces Provided - (including a determination on how that number was reached)
X	X	Traffic Control Mechanism(s)
X	X	Proposed Security Control
		Supporting Documents
	*	Insurance Policy Information - (For events proposed on County property or public rights-of-way) see section 10.F.2.g
	*	Written Confirmation from Property Owner - see section 10.F.2.c

Detailed Map Requirements **

See Sec. 10.F.2.b

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

* May be required. Please confirm with Planning & Zoning Staff.

** Planning & Zoning may require additional information. Submittal requirements must be met in order to receive an approved Special Event permit, failure to provide required documents could result in a hold and/or denial of the Special Event permit application.

Block Party Permit Information

Written Description **

See Sec. 10.F.2.a

(Please provide answers to the following questions. Addresses every item applicable to your event)

Location of your event:

List all roads affected:

How will water be supplied? Bottled Water In Homes Other

How will bathrooms be provided? Portable Toilets In Homes Other

Anticipated Attendance

Will food be served? Yes No

Who will provide the food?

Will alcohol be served? Yes No

Who will provide the alcohol?

Will there be any temporary structures located in the right-of-way?¹ *(Tents, tables, etc.)*

What type of traffic control mechanism(s) will be used?²

¹ Access for local residents must be maintained throughout the event.

² Jefferson County does not provide traffic barricades for block parties. The applicant is responsible for all traffic control mechanisms.