

Boulder County Special Events Checklist

Notification Requirements

Written Notification to Residents and Adjacent Property Owners

- Notice must be approved by Boulder County Special Event Program Manager
- Notice must include:
 - Name of the event
 - Type of event, i.e., bicycle tour, running race, parade
 - Date of the event
 - Day of the week
 - Time of the event
 - Location or route
 - Contact information of special events program manager
 - Contact information of event organizer
 - Detour or alternate route information, when applicable
- Area of notification will be determined during production meeting
- Notice must be mailed or hand delivered to residents and property owners adjacent to the event location and/or route sixty (60) days prior to date of event
- Mailing list for notice can be generated by Boulder County Assessor's Office - fee applies
- A copy of the mailing list must be submitted to the Boulder County Transportation Department

Newspaper Notification

- Notice or advertisement must include:
 - Name of the event
 - Type of event, i.e., bicycle tour, running race, parade
 - Date of the event
 - Day of the week
 - Time of the event
 - Location or route
 - Contact information of event organizer
 - Detour or alternate route information, when applicable

- Newspaper for notification or advertisement will be determined during production meeting
- Notice or advertisement must be placed twenty-one (21) days prior to date of event
- Proof of notice or advertisement must be submitted to the Boulder County Transportation Department
 - Newspaper proof
 - Copy of printed notice or advertisement

Advance Signing

- Advance signing must include:
 - Type of event
 - Name of event (optional)
 - Date of event
 - Timeframe (i.e., from __ AM to __ PM)
 - Contact information
 - Phone number
 - Website
- Sign language must be approved by Boulder County Special Events Program Manager
- Sign construction must conform to following specifications:
 - Materials
 - Metal
 - Corrugated plastic
 - Dimensions must be 4' x 4'
 - Orange background
 - Lettering minimum 4" high
- Signs must be placed seven (7) days prior to date of event
- Location of signs will be determined during production meeting

Agency Notification

- Notify affected fire protection districts fourteen (14) days prior to date of event
- If no ambulance service used, also contact other emergency response agencies
- Provide notice by either certified mail or e-mail with a confirmation of receipt message from the recipient