



Transportation Department

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Mailing Address: P.O. Box 471 • Boulder, Colorado 80306 • www.bouldercounty.org

MEMORANDUM

TO: All Special Event Permit Applicants

FROM: Anita Riley, Transportation Planner, Boulder County Transportation Department

SUBJECT: SPECIAL EVENT APPLICATION APPROVAL PROCESS

PLEASE READ THE ATTACHED PACKET. THE SPECIFIC REQUIREMENTS CONTAINED IN IT HAVE CRITICAL DEADLINES THAT WILL BE ADHERED TO.

Thank you for your interest in using Boulder County roads for your event. Enclosed, you will find the official County regulations revised January of 2004, the Special Event Referral Check-list showing the list of requirements for the approval process, including, among others, identification of other agencies that may have requirements of their own, and the newspaper display advertisement (including sample).

******* Please note the following requirements for permit approval *******

- 1) **60-day review and approval process.** This was approved by the Commissioners and will be strictly adhered to. Therefore, if your event date is such that the 60-day County review period cannot be met, you need to reschedule the event. We also require a presubmittal meeting at the beginning of the 60-day review period.
- 2) **Application Fee and Performance Guarantee Deposit.** The application fee is **\$50** to cover staff administration costs. There is also a required performance guarantee deposit of **\$500**. These fees/deposits will be accepted in the form of **cashier's checks only.**
- 3) **Notification Packet and newspaper display ad requirement.** A notification flier or postcard is to be distributed to all residents and occupants affected by the event immediately after the 60-day pre-submittal deadline. All applicants will be supplied, either in electronic format or hard copy, a mailing list of all residents deemed affected by the event. The applicant will return the notification fliers or cards with labels affixed and sufficient postage for mailing to the Transportation Department at least 45 days prior to the event date. The notification will then be mailed from the Transportation Department offices. A display ad is also to be placed in at least one local newspaper of general circulation 14 days prior to the event.
- 4) **Insurance Certificate. The insurance certificate will be due with the application at the 40-day review point.** This allows for adequate review and changes, if necessary. **Please make sure the amounts, additional insured's, and certificate holders are correct.** The requirements are found on the application itself and in this packet. County staff will review the certificate and inform the applicant of any

necessary changes, **but is not responsible for communicating these changes to the insurance carrier.**

- 5) **Event Route Signing.** Notification signs shall be placed along the route as directed by the Transportation Department seven days prior to the event. **In the event this is not accomplished, the \$500 performance deposit is retained and the event permit cancelled.**

This process was established in order to more efficiently approve Special Event Permits, make for safer events for all involved, and protect the rights of the residents of Boulder County. Please read the enclosed material in order to avoid confusion or delays down the road. If you have any questions, please call me at 303-441-4581. Your cooperation in this process is greatly appreciated.

Revised February 1998
Revised January 2004

AGENCY REFERRAL CHECKLIST

This checklist is not exhaustive and is provided to all special event applicants in order to alert them to any other agencies that may require permits or notification for the event. It is not intended to be exhaustive and the applicant is responsible for notifying any agency that may be affected.

- Colorado State Patrol – 303-469-1966: Permit to use a state highway for an event
- City of Boulder Manager's Office – 303-441-3090: Permit to use City of Boulder Streets and/or property, sales/serving of alcohol, sales tax, etc.
- Boulder Reservoir – 303-441-3461 or 303-441-3400: Any event within the boundaries of the reservoir and surrounding park
- Northern Colorado Water Conservancy District - 303-667-2437: Any event that impacts the canal rights-of-way around Boulder Res.
- City of Longmont Transportation – 303-651-8304: Any event using or impacting Longmont streets
- County Health Department – 303-441-1187: Any event that involves serving food to the public
- Boulder Valley School District – 303-447-1010; St. Vrain Valley School District – 303-776-6200: Any event that uses or impacts school property or impacts school bus routes
- United States Postal Service – 303-938-1100: Any event that impacts postal routes
- Regional Transportation District – 303-443-0100: Any event that impacts RTD bus service
- Other agencies that may be impacted by event

* Note: it is critical that all insurance requirements be met prior to event. Other agencies may have separate insurance requirements of their own. Other agencies may also have additional fees.

Boulder County Special Events Checklist

What Makes a Full Application

Application form

- All relevant fields on page 1 of application filled out completely
- Identify organization (event sponsor) that is legally and financially responsible for event
- Identify chief officer of event sponsor
- Identify person in charge of organizer the event (primary contact)

Signature

- Chief officer of event sponsor (plan accordingly if chief officer is not local) signature on page 2
- Primary contact signature on page 2

Organizer's Resume

- Required for all new applicants
- Must show experience organizing similar events

Insurance Requirements

- Must be accurate

Site Plan/Route Map

- PDF format
- Drawn to scale
- Show:
 - Boundaries and routes
 - Event infrastructure
 - Event operations components

Operations Plan

- Provide day of event organizer contact information
- Plan elements, as needed for size of event:
- Communications
- Emergency Response
- Medical
- Sanitation
- Safety and Security
- Signing
- Transportation

Payments and Fees

- Application Fee:
- Non-refundable \$50 fee
- Waived for local government event sponsors
- Waived for First Amendment covered activities
- Performance Deposit:
- Refundable \$500
- Boulder County Sheriff's Office Invoice

Boulder County Special Events Checklist

Operations Plan

Sanitation Plan Requirements

Water supply

- Note whether water will be used for drinking and lavatory purposes
- Amount of water to be supplied
- Source of water
- Description of how water will be stored and dispensed

Restrooms and Sinks

- Note whether portable toilet and/or hand washing facilities will be used
- If using a company to provide facilities, provide company name and address, contact person and phone numbers for home, work and cell
- Amount of each type of facility
- Amount of accessible facilities
- Location of facilities

Trash and Recycling

- Note whether the event will be a Zero Waste event
- If using a company to transport recyclables and trash, provide company name and address, contact person and phone numbers for home, work and cell
- Amount of trash receptacles
- Amount of recycling bins
- Provisions for recycling corrugated cardboard
- Location of receptacles
- Location of feed zones and bottle discard zones

Safety and Security Plan Requirements

- Number and location of law enforcement officers and from which jurisdiction
- Number and location of certified flaggers
- Number and location of marshals
- Number of and location supervisors
- Length of shifts
- How relief will be provided
- Method of deployment for mobile members

Signing Plan Requirements

- Identify all types of signing to be used during event
- Illustration of all signs to be used for event. Illustration must identify text, sign materials, and dimensions
- Description of method of installation
- Number and location of all signs to be used for event

Transportation Plan Requirements

Access and Parking

- Identify routes to access site*
- Identify dedicated emergency response access route and means of delineation
- Identify employee/volunteer parking location(s)*
- Identify attendee parking location(s)*
- Identify disabled parking areas*
- Identify # spaces for parking location(s)*
- Identify circulation patterns for parking areas
- Identify any temporary no-parking areas
- Identify any vehicle relocation areas for towed vehicles
- Identify any drop-off/pick-up areas
- Identify any shuttle bus routes, stop locations, and direction of travel

Pedestrian and Bicycle Access

- Identify recommended pedestrian access routes*
- Identify designated pedestrian crossings*
- Identify any special pedestrian crossing tactics, i.e., road closure, mid-block crossings
- Identify pedestrian access routes and crossings suitable for disabled attendees
- Identify recommended bicycle access routes*
- Identify designated bicycle crossings*
- Identify any special bicycle crossing tactics, i.e., road closure, mid-block crossings

Traffic Flow

- Identify road closures*
- Identify detour routes*
- Identify alternate routes*
- Identify emergency access routes*
- Identify transit routes*

Traffic Control

- Identify road closures*
- Identify directional lane control*
- Identify event route*
- Identify parking restrictions
- Identify command post location*
- Integrate signing plan, when possible
- Identify location of permanent and variable message signs
- Identify location and number of traffic/safety equipment, i.e., cones and barricades
- Identify equipment staging areas

Medical Plan Requirements

For Events Not Requiring a Medical Director

- Identify method for contacting 911
- Identify mix of staff trained in basic first aid
- Identify method for collecting and disseminating participant emergency information, for athletic events
- Consider the plan requirements below and include as appropriate

For Events Requiring a Medical Director

- List name of and contact information for Medical Director
- Outline qualifications of Medical Director
- Identify mix of medical personnel (first aid providers, paramedics, nurses, doctors)
- Identify method of medical staff identification specifically signage, same color shirts with medical logos
- List number and location of medical stations with specific attention to high risk areas such as finish line, swim course extraction points, steep descents, and hard to access areas
- List name of ambulance service if required for size/nature of event
- Identify method of other medical transport, both ambulances and private vehicles/ATV utility vehicles
- Identify method of communication with emergency medical staff specifically how will non-medical staff contact medical staff and localize medical incidents
- Identify method of making participant information available to emergency service providers
- Identify means available to control environmental thermal injuries, i.e., hyperthermia and hypothermia for high risk events such as summer triathlons on exposed courses
- List of hospitals and fire protection departments to notify one week prior to event.

Communications Plan Requirements

- Clearly spelled out and shared with everyone
- Ability to communicate with everyone involved in the event
- Convenient and easy to use
- Utilized to share event specific information
- Utilized to request resources

Accessibility

Paths of Travel/Accessible Routes

- Your event should include accessible routes throughout your event location, including parking areas and passenger loading and unloading zones.
- Accessible routes must be a minimum of 36" in width, not including the curb. If your route is less than 60" wide, then passing spaces at least 60" by 60" must be located at reasonable intervals not to exceed 200'.
- Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route and should be used when elevation changes more than ½".
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel.
- An alternate path of travel is required when the public right-of-way is obstructed.

- If an alternate path of travel is provided, signage designating the alternate travel path should be placed in readily visible locations.
- The alternate path of travel should be parallel to the disrupted pedestrian access route where possible. An alternate path of travel should have no protrusions up to a height of 80", including scaffolding and scaffolding braces.
- If the alternate path of travel is adjacent to a potentially hazardous condition, the path should be protected with a barricade or other safety equipment.

Accessible Parking/Transportation

- Provide accessible parking if designated parking areas are provided for an event.
- If designated parking areas are not provided for your event, you should provide, at minimum, one accessible passenger loading and unloading zone marked with the international symbol for accessibility.
- Place disabled parking areas as close to the event venue as possible. If the surface is level and provides
- access to the event, private property with written permission may be used.
- Evaluate the need to provide additional accessible parking beyond that required due to the displacement of designated spaces and areas.
- Accessible vehicles must be included in your transportation plan if a shuttle program supports your event.
- Use accessible public transportation in your event plans whenever possible.
- Provide training and informational materials for your event staff and volunteers regarding accessible parking and transportation.

Accessible Restrooms/Sinks

- A minimum of 10% of any portable restroom provided to support your event must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- In any location where multiple restrooms are provided, at least one (1) unit must be accessible.
- If only one (1) restroom is placed in a location, it must be accessible.
- In any location where multiple sinks or hand sanitizing units are provided, at least one (1) unit must be accessible.
- If only one (1) sink or hand-sanitizing unit is placed in a location, it must be accessible.
- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.

Accessible Communication

- Be prepared to provide event information in alternative formats, sign language interpretation, and assistive listening devices if requested.
- Signage should consist of high contrasting colors and should be placed in visible location(s).
- Plan to provide training and informational material regarding accessibility to your event staff and volunteers.
- Use the international symbol of accessibility where applicable throughout your event venue.

Boulder County Special Events Checklist

Site Plan/Route Map Requirements

General Requirements

- Site plan or route map should be:
 - Computer-generated
 - Drawn to scale drawings
 - Submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format
- If online mapping site is utilized, use 'plain', 'road', or 'parcel' view as the base to create map

Boundaries and Routes

- Include the names of all roads and/or areas that are part of proposed event
- Include auxiliary parking and production areas
- Clearly identify :
 - All access routes
 - Removable fencing
 - Exit locations

Event Infrastructure

- Identify all event infrastructure elements including:
 - Fencing, including beer gardens and production areas
 - Portable restrooms and sinks
 - The locations of recycling, zero waste, and/ or trash receptacles and dumpsters
 - Placement of any vehicles and/or trailers
 - Parking, accessible parking, drop-off, and shuttle locations
 - Medical facilities
 - Other related infrastructure components not listed above but included in your permit application

Event Operations

- Identify all event operational elements including:
 - Individual plans for each route of walk, ride, run etc. if appropriate – start/finish points
 - Command post

- Medical personnel along route
 - Aid stations
 - Sanitation facilities along route
 - Staging areas for the event
 - Spectator areas
 - Identification of minimum twenty-foot (20') emergency access lanes throughout the event venue.
 - Other related operational components not listed above but included in your permit application.
- If information below is not delineated on traffic control plans, identify on site plan:
 - Direction of travel and all proposed lane closures for walk, ride, run etc. if appropriate
 - Fencing, barriers and/or barricades to articulate participant flow for walk, ride, run etc. if appropriate
 - Traffic control signs, and devices along route
 - Directional signs along route
 - Informational signs and banners along route
 - Law enforcement
 - Course marshals

Narrative

- Provide detailed narrative and timeline of event
- Include details regarding :
 - Set-up
 - Sound checks
 - Operations of proposed event activities
 - Dismantling of your proposed event activities
- If there route is associated with proposed event, include:
 - Turn-by-turn narrative and diagram
 - Proposed road/lane closures
 - Detours

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

Boulder County Special Events Checklist

Insurance Requirements

General Requirements

- Submit Certificate of Insurance:
 - At least 40 days prior to date of event
 - Preferably with application

Minimum Coverage and Limits

- Commercial General Liability
 - Minimum \$1 million –Per Occurrence
 - Minimum \$2 million—General Aggregate
- Workers Compensation
 - Required with paid employees
 - Minimum \$1 million

Name Boulder County as Additionally insured

- Name the County of Boulder, State of Colorado, a Body Corporate and Politic as additionally insured in “Description” section of Certificate of Insurance

Certificate Holder

- Certificate Holder section shall show:
 - Boulder County
 - Attn: Risk Management
 - P.O. Box 471
 - Boulder, CO 80306



Boulder County Special Event Permit Application

General Information

Application date: _____
Application fee \$ _____
Organizer's resume _____

Performance deposit (cashier's check only) \$ _____
Contact information for deposit refund provided _____

Permit number: SEP _____
Insurance certificate _____

Sponsoring Organization/Organizer

Event Sponsor: _____ Phone #: _____
Address: _____ City: _____ Zip: _____
Primary Contact/Organizer: _____ Phone #: _____ Alt. Phone #: _____
E-Mail: _____

When performance deposit is refunded, it is returned in the form of a check. Please provide contact information for this purpose.

Make check payable to: _____ Phone: _____
Address: _____ City: _____ Zip: _____ Email: _____

Event Summary

Event name: _____
Description of event: _____

Event History

Event has been held before: # of Years _____ Special event permit issued before _____ Event produced in other areas
Event different from previous years _____ When? _____ Where? _____

Event Type

- For profit
- Not for profit
- For profit w/ charity component
- Fair/festival
- Block party
- Concert
- Parade/March
- Convention
- Media
- Sports (mark all that apply)
 - Bicycle
 - Pedestrian
 - Competitive
 - Non-competitive
- Other _____

Event date: _____

Event Time and Duration

Start time (including set up):
Date: _____ Time: _____
Ending time (including break down):
Date: _____ Time: _____
Multiple start times:
Describe: _____
Continuous operation

Event Time of Occurrence

Day
Night
Weekdays
Weekend
Single day
Multiple days
Multiple weeks
Number of days: _____

Event Location

- Single venue
- Park
- Roads
- Route map submitted (required)

Expected Attendance

Racers/participants _____
Spectators/event patrons _____

Venue:

Venue address: _____
City: _____ Zip: _____
Venue attendance capacity: _____

Transportation Accommodation

- Free parking
- Parking charge: \$ _____
- Parking not provided
- Shuttle from off-site location
- Bus voucher or token provided

Closure Requests

Road closure requested? _____

Road Use

Affected portion of County Transportation System (route description for road events and parades; affected intersections and accesses for fairs, festivals, concerts): _____

Estimated length of parade: _____ Max. space interval between parade units: _____
Min. and max. speed of parade: _____ Number and type of parade floats/vehicles: _____
Number pedestrians in parade: _____ Number and type of animals in parade: _____

Cindy Domenico
County Commissioner

Deb Gardner
County Commissioner

Elise Jones
County Commissioner

I have read and understand the above conditions, requirements, and considerations. My organization and I agree to abide by them. Further, I will insure that no resident in the area of this event will be denied access to his or her residence or place of business as a result of this event. I recognize that failure to comply with conditions, requirements, and considerations set herein shall result in this permit being revoked, and all applicable fees forfeited. Applicant agrees to indemnify the County, it's officials, agents, and employees from any and all liability, damage, loss, cost or expenses, including attorneys' fees, incurred as a result of claims brought against them by any person or entity, and arising either in whole or in part as a result of this special event.

Chief Officer: _____ Sponsoring Organization: _____ Date: _____

Primary Contact/Organizer: _____ Date: _____

DO NOT FILL IN BELOW THIS LINE — BOULDER COUNTY USE ONLY

Conditions

Your permit is approved with the following conditions:

- Newspaper notification – Organizer must place an advertisement explaining the details of the event in at least one local newspaper of general circulation as required by the County at least twenty-one (21) days prior to the event date.
- Advanced signing - Organizer must place advance notice signs seven (7) days prior to the event date according to the approved plan(s).
- Payment – Payment to the Boulder County Sheriff's Office for law enforcement staffing must be received at least fourteen (14) days prior to the date of the event.
- Staff (Paid or volunteer) – Organizer will adequately staff positions along the route. Staff will be instructed to assist in staging a safe and orderly event. Staff must be easily identifiable through use of bib, shirt, vest or cap.
- Routes – Routes for events will not be changed unless specific approval is given by the Special Event Permit Program Manager. The Incident Commander may approve changes on the day of the event.
- Times – Permits are issued with a set starting and ending time. These times will not be changed without permission from the Special Event Permit Program Manager, or the Incident Commander on the day of the event. Resumption of normal traffic in these areas will occur at the end time specified on the permit.
- Operations plan – Organizer will follow all elements of the approved operations plan.
- Other permits – Organizers are responsible for ensuring all applicable permits are in place prior to the event.
- Roads closures – The following road closures have been allowed for this event. Organizer must place signs according to approved plans.

- Full
- Partial - # lanes _____
- Rolling
- Resolution obtained

Closing Time and Duration
 Closing time: _____
 Date: _____ Time: _____
 Opening time: _____
 Date: _____ Time: _____

Affected Transit Routes

- ___ # Sheriff's Deputies
- ___ # Certified Flaggers
- Barricade company information – Company Name: _____
 Contact: _____ Event Day Phone: _____
- Tow company information - Company Name: _____
 Contact: _____ Event Day Phone: _____

Failure to comply with the terms and conditions of this permit may result in the immediate cancellation of the event, denial of future special event permit applications and the forfeiture of the performance deposit.

Cindy Domenico
 County Commissioner

Deb Gardner
 County Commissioner

Elise Jones
 County Commissioner

County Sheriff's Office: Denial Approval With Attached Stipulations Comments:

Cmdr. Heidi Prentup, Operations Division

Date

Transportation Department,
Road Maintenance Division: Denial Approval With Attached Stipulations Comments:

Ted Plank, Road Maintenance

Date

Transportation Department,
Planning/Engineering Division: Denial Approval With Attached Stipulations Comments:

Anita Riley, Transportation

Date

Risk Management: Denial Approval With Attached Stipulations Comments:

Pam Stonecipher, Risk Manager

Date

Boulder County Commissioner's Office: Denial Approval Comments:

Commissioner's Signature

Date

Boulder County Special Events Checklist

Post-Event Activities

Demobilization

Release of Security Personnel and Marshals

- Ensure participants have completed course
- If all-day event, ensure that security personnel and marshals are sufficiently rested

Sanitation Plan

- Removed all facilities within 24 hours
- Remove litter, garbage or other debris within 24 hours
- Submit report documenting waste stream diversion efforts and effects within 14 days

Signs

- Remove all signs within 24 hours

Data Collection

- Actual attendee figures
- Critiques from security personnel and marshals
- Critiques and observations from personnel involved in
 - Communications
 - Medical response
 - Traffic management
- Feedback from public
- Feedback from attendees
- Operational costs from law enforcement
- For repeat events, a comparison to previous year

Debrief Meeting Agenda

- Planning process/demobilization
- Communications
- Medical support/emergency response
- Command post operations
- Security and marshal support
- Signing
 - Advance signing
 - Barricades/other safety equipment
 - Traffic control signs

- Directional signing and markings
 - Event signs
- Other traffic management efforts at and outside venue site
 - Other pre-event information; radio announcements, newspaper advertisements
 - Day-of-event information; VMBs, detour information
 - Direction provided to the event and at the venue
 - Access and parking
 - Pedestrian access
 - Egress from the venue
 - Other traffic flow
- Sanitation
- Plan revisions during event
- Actions that deviated from the plan and why
- Operational cost analysis
 - Identify potential cost savings.
 - Reallocation of personnel
 - Division of responsibilities
 - Use of technology
 - Include total staffing, overtime, and equipment for all agencies
- Qualitative evaluation
 - Critiques from officers, marshals and other security personnel
 - Feedback from public
 - Feedback from event attendees
- Recommended improvements