



# Transportation Department

2045 13th Street • Boulder, Colorado 80302 • (303) 441-3900 • Fax: (303) 441-4594

## 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 720-564-2655. Your cooperation in this process is greatly appreciated.

Revised February 1998  
Revised January 2004

## **EXHIBIT "A"**

### **SPECIAL EVENT PERMIT REQUIREMENTS FOR BOULDER COUNTY ROADS**

Effective  
October 1990  
Revised March 1994  
Revised February 1998  
Revised January 2004

#### **SECTION I — Authority**

Authority for the administration and enforcement of the Special Event Permits for Boulder County Roads is derived from the Colorado Revised Statutes (C.R.S.), Section: 18-9-107, 42-4-105, 42-4-106, 42-4-107, 42-4-109, and 42-4-111.

#### **SECTION II — Purpose**

A special event is considered to be: a bicycle race or ride; foot race or walk; a motored vehicle event; a temporary road closure for purposes other than normal highway uses; or any other event utilizing a Boulder County road or other County property that requires changing, restricting, or adapting the normal traffic use of such a road. The purpose of the Special Event Permit is to insure that any changes, restrictions, or adaptations resulting from such an event are managed in a safe, prudent, and legal manner in order to protect the health, safety, and welfare, of the traveling public and citizens of Boulder County.

### **SECTION III — General Conditions**

- 1) Any sponsor/organizer, (hereinafter "Applicant"), wishing to utilize any Boulder County road right-of-way for an event must submit, **no later** than 60 calendar days prior to the proposed event date, a completed Special Event Permit Application. No event which utilizes any Boulder County road shall be conducted without first obtaining a Special Event Permit from the Board of County Commissioners pursuant to these requirements. Boulder County is not responsible for any costs or inconveniences incurred by the Applicant if the event is postponed or denied due to failure to comply with these requirements as part of the Special Event approval process.
- 2) Boulder County limits the number of events on any specific road segment to no more than three per calendar year. This is strictly adhered to. The Applicant is required to meet with the Transportation Department a minimum of 60 days prior to the event date to establish the event route.
- 3) A period for the notification to residents along the route is required 45 days prior to the event date.
- 4) The application fee for a Special Event Permit on County roads shall be \$150.00. An additional performance guarantee deposit of \$500.00 shall be required on all permits. This deposit shall be reimbursed if all of the Special Event Permit requirements are fully complied with. These fees/deposits are due upon submittal of the application. The application process will not progress unless the County receives all fees and the minimum requirements met.
- 5) Insurance certificate: the certificate shall name **County of Boulder, State of Colorado, a Body Corporate and Politic** as additional insured in the "Description" section of the certificate of Insurance. Failure to secure and submit an acceptable certificate prior to the date of the event will prohibit final approval of the permit by the Board of County Commissioners.

**Certificate Holder shall show:**

Risk Manager  
Boulder County  
P.O. Box 471  
Boulder, CO 80306

- 6) It is the Applicant's responsibility to secure appropriate jurisdictional approval for any municipal street or State highway that may be part of a proposed event route.
- 7) Due to the sensitive nature and residential/business impacts Special Events can have, Boulder County reserves the right to limit the use of any/all locations and/or roads. Boulder County also reserves the right to require the name of any event to be changed.

- 8) **All time requirements specifically noted herein shall be strictly adhered to.**

#### **SECTION IV — Requirements**

Review and approval of any Special Event Permit will be subject to the following requirements (also see check-list attached to the end of these requirements):

- 1) Prior to the initiation of the Special Event Permit process, preliminary approval of the event course by the Boulder County Sheriff's Office and the Boulder County Transportation Department will be required. This is to be accomplished at a pre-submittal meeting to be held at least 60 days **prior** to the event date. Based on this preliminary course approval, the Applicant is required to notify residents along the route within two days of the pre-submittal meeting of the event currently under consideration. This will be accomplished by using fliers or postcards to be distributed to each residence along the route. The Applicant will be provided a mailing list to be used for this notification. The Applicant must then create, label and affix sufficient postage to each notification flier or postcard and return to the Transportation Department for mailing. Feedback from the public will be used to assist the county in determining whether to allow the event to continue in the application process.
- 2) Provide insurance as described in III.3. above.
- 3) Provide a traffic control plan that conforms to the Manual on Uniform Traffic Control Devices (MUTCD) must be submitted by the Applicant and approved by the County Traffic Engineer. The Board of County Commissioners must approve this plan as part of the permit packet with referrals from the Boulder County Sheriff's Office and the Boulder County Transportation Department. All required traffic control will be done at the Applicant's expense.
- 4) Obtain written confirmation from the appropriate law enforcement agency that sufficient staffing has been contracted. It is the Applicant's responsibility to have secured such law enforcement coverage a minimum of 21 days prior to the event. Should the need for services of secured law enforcement personnel be cancelled within 7 days prior to the event, the organizer may be responsible for the original cost of the services.
- 5) Provide a written operational plan to be given to all event participants and staff regarding the management of the event. The operational plan is to be available for review by the Boulder County Sheriff's Office at least 14 days prior to event.
- 6) Provide a parking plan for event staff, participants, and spectators. The parking plan will be subject to review and approval as with traffic control, required in Section IV-2 above. **Parking is to be off-street**, unless an acceptable alternative is approved.
- 7) Provide sanitary and emergency medical plans subject to review and approval by the Boulder County Sheriff's Office.

- 8) At least 14 days prior to the event, the Applicant must place an advertisement explaining the details of the event in at least one local newspaper of general circulation as required by the County. The County shall provide the form for the newspaper advertisement. The Applicant shall also install signing, one week in advance of the event, on or near the event route as directed by the Transportation Department in order to notify all motorists using the route. The cost and implementation of the advertisement and signage shall be the Applicant's responsibility.
- 9) At least 14 days prior to the event, via certified mail, the Applicant must notify the appropriate fire protection districts, volunteer fire departments, any other emergency response agencies, school districts, and the postal service potentially affected by the event. The Applicant must obtain a list of appropriate agencies from the Sheriff's Office.
- 10) At least 7 days prior to the event, the Applicant is to place signs along the route to alert motorists of the event to take place. These signs shall note the date(s) and time(s) of the event and a contact number. **The applicant shall adhere strictly to this requirement or the county retains the performance deposit and the permit is revoked.**
- 11) Designation by the Applicant of a contact person, associated with the event, which has decision-making authority. This person is to be continuously available to the appropriate law enforcement personnel present at the event.
- 12) Provide a communications plan that includes radio interface with law enforcement personnel. This plan will be subject to review and approval by the Boulder County Sheriff's Office.
- 13) All of the above requirements will apply to all events. Any supplemental requirements shall be considered a part of these requirements. When all the specified requirements have been met, and approved by the proper authority or agency, the Special Event Permit will be submitted to the Boulder County Board of Commissioners for final action.

#### **SECTION V — Road Closure Requirements**

Road closures may be permitted or required during events where conflicts between the event participants and traffic may compromise safety. Road closures will be subject to access by local traffic and emergency vehicles. The following requirements are **in addition to** Section IV.

- 1) Any road closure request must be specified on the Special Event Permit Application.
- 2) The Applicant must submit a detailed traffic control plan including any alternative routes or detours based on the current Colorado Department of Transportation "S" Standards and the Manual on Uniform Traffic Control Devices (MUTCD), latest edition. Installation and maintenance of the traffic control devices required on the traffic control plan shall be at the Applicant's expense.
- 3) At least 14 days prior to the event, the Applicant must notify the appropriate fire protection district, school district, and the Boulder County Sheriff's Office of the exact

location, date and time the road will be closed to traffic. If this notification procedure is not followed, the Sheriff's Office has the authority to open the road and stop the event.

- 4) The Applicant will erect and maintain, at Applicant's expense, necessary barricades, flashers, signs, and other traffic control devices, as approved by the County Traffic Engineer, and take all necessary precautions for public safety and convenience. These traffic control devices must be removed within 2 hours following the close of the event.
- 5) Requirements for additional staffing by properly authorized law enforcement personnel to manage the road restriction zone and its closure points as required in Section IV-3.
- 6) The Applicant must place an advertisement explaining the details of the event a minimum of 21 days prior to the event, in at least one local newspaper of general circulation as approved by the County and as required in Section IV-9 above.

#### **SECTION VI — Enforcement**

If all the requirements of the approved Special Event Permit are not in compliance, and it appears that compliance is unlikely, the Special Event Permit will be revoked. During the event, if the Applicant fails to comply with any required conditions, the appropriate law enforcement personnel may revoke the Special Event Permit and the event stopped. In the event of revocation of the permit, or upon failure to comply with any of the requirements of this Special Event process, the performance guarantee deposit will be forfeited. All decisions made by the County regarding the Special Event Permit will be considered final. **The applicant assumes all risk and liability for expenses incurred if the event application process is terminated at any time or the permit is revoked.**

## **SUBMITTAL CHECK-LIST**

(This list is provided in addition to the above requirements; applicant is not relieved of responsibility to read the requirements in full)

### **60 DAYS PRIOR TO EVENT**

- \_\_\_ Preliminary meeting with applicant to initially verify event route and discuss permit requirements
- \_\_\_ Notification of residents along route using fliers or postcards. If necessary, event review and pre-approval will be scheduled for county commissioner meeting. The notification shall include **Anita Riley, Boulder County Transportation Department, 303-441-4581** as a contact for the residents.

### **40 DAYS PRIOR TO EVENT**

- \_\_\_ Completed Special Event Permit Application
- \_\_\_ Map showing route with direction of travel
- \_\_\_ Special Event Application Fee: \$50.00
- \_\_\_ Special Event Performance Guarantee Deposit: \$500.00 **\*\*Cashier's check only!**
- \_\_\_ Certificate of Insurance: in amounts specified on the permit application form with the County of Boulder, State of Colorado, a Body Corporate and Politic named as additional insured
- \_\_\_ Preliminary Operations Plan showing marshals, signing and traffic control, Sheriff's and/or State Patrol personnel, parking, emergency medical, and sanitary facilities

### **21 DAYS PRIOR TO EVENT**

- \_\_\_ Approved Certificate of Insurance
- \_\_\_ Secure law enforcement coverage
- \_\_\_ Advertisement of event in at least one local paper of general circulation as approved by the county (see enclosed format for advertisement) **if road closure is requested and approved**

### **14 DAYS PRIOR TO EVENT**

- \_\_\_ Advertisement of event in at least one local paper of general circulation as approved by the county enclosed format for advertisement)
- \_\_\_ Substantiation of approval from other affected jurisdictions

- \_\_\_ Final traffic control plan
- \_\_\_ Final emergency medical and sanitary facility plan
- \_\_\_ Final operations plan with designation of contact person during event
- \_\_\_ Final parking plan
- \_\_\_ Notification via certified mail to all emergency response agencies, school districts, and post offices identified by Sheriff's Office and other jurisdictions
- \_\_\_ Final communications plan
- \_\_\_ Completion of any additional requirements for event

### **7 DAYS PRIOR TO EVENT**

- \_\_\_ Install information signs as approved on traffic control plan again notifying motorists of event

### **NOTES:**

## **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.

# Sample Newspaper Ad

### Dimensions

4" Wide x Length to be Determined

### Font

24 pt. Times Bold for Titles and Dates  
12 pt Helvetica Medium for Body

### Border

6 pt Minimum Required

**Lazar Printer Quality or Typeset**

## SPECIAL EVENT NOTICE

### Sugarloaf Mountain Replant Ramble

**March 23 – 25, 1991**

Rocky Mnt. AYH is sponsoring a Mountain Bike Riding and Tree Planting event called the "Replant Ramble."

The ride begins at 8 a.m. each day in the Townsite of Sugarloaf, and ends at 2 p.m. The route uses County Road 122N, Lost Angel Road, and Sugarloaf Road. No road closures will be required.

For more information, call Brent Urban at 303-441-3900.

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## SPECIAL EVENTS ADVANCE SIGNING

48" X 48" Sign

Orange Background

Black Letters

Event Name

Event Date(s)

## SPECIAL EVENT NOTICE

ROAD NAME  
EVENT DATE(S)

ALTERNATE ROUTES  
SUGGESTED

XXXXXXXXXXXXX  
XXXXXXXXXXXXX

48"

48"



# Boulder County Special Event Permit Application

Risk Management May Require Additional Insurance Amounts

Organization: \_\_\_\_\_ Application Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Event:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Duration: Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **to Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Describe the Proposed Route (Attach Map): \_\_\_\_\_

Estimated Number of Racers/Participants: \_\_\_\_\_ Estimated Number of Spectators: \_\_\_\_\_

Estimated Number of Residents Adjacent to Route: \_\_\_\_\_ Road Closures Requested? \_\_\_\_\_

Check List:  \$50 Application Fee  \$500 Performance Deposit (**cashier's check only**)  Map of Route Attached

Insurance Certificate: Certificate must show minimum coverage of \$600,000 per occurrence and \$150,000 per person. Please name the **County of Boulder, State of Colorado, a Body Corporate and Politic** as additional insured. Risk Management may require additional Insurance amounts.

**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.

Signed: \_\_\_\_\_ Representing: \_\_\_\_\_ Date: \_\_\_\_\_

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

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, Engineering Date

Risk Management:  Denial  Approval  With Attached Stipulations  Comments:

\_\_\_\_\_  
Pam Stonecipher, Manager Date

Boulder County Commissioner's Office:  Denial  Approval  Comments:

\_\_\_\_\_  
Commissioner's Signature Date

Cindy Domenico  
County Commissioner

Ben Pearlman  
County Commissioner

Will Toor  
County Commissioner