



## Special Event Permit Application Instructions Las Animas County Government

### **SPECIAL EVENT APPLICATION INSTRUCTIONS AND GUIDELINES**

#### ***What is a Special Event?***

Las Animas County Government regulates **Special Events** on **County Property or County Property Interest and Roads** and **Private Property** that may **use County services** (i.e. emergency/ambulance, law enforcement, etc.) or when the participation level exceeds 100. Special Events include but are not limited to, bicycle races or rides, foot races or walks, philanthropic events, motorized vehicle events, music events, concerts, and camping events. Any event that may impact any county right-of-way, and has ten (10) or more participants at any one time is required to complete a Las Animas County Special Event Permit Application. Events located on **Private Property** that may **use County services** (i.e., emergency/ambulance services, law enforcement, etc.) or in which the participation level is projected to exceed 100 is required to complete a Las Animas County Special Event Permit Application. Events that exceed thirty (30) days in length or six successive weekends are considered long-term land use and are beyond the scope of the Special Event permit and the intended purpose of the regulations.

#### ***What other permits do I need?***

For Special Events located on public or private property, contact the Planning Department at (719) 845-2577 C 719-680-5100 for permitting requirements.

For Special Events that provide water and/or food, contact the Health Department at (719) 846-2213 for permitting requirements.

Other jurisdictions within the boundaries of Las Animas County have their own permitting process and will require separate applications. These include but are not limited to the following:

- City of Trinidad
- United States Forest Service (USFS)
- Colorado State Forest Service
- Colorado State Land Board
- Colorado Department of Transportation (CDOT)
- Colorado State Patrol (CSP)

#### ***When do I apply?***

Special Event permit applications may be submitted as early as the first regular business day of the year of the Special Event, but not less than forty-five (45) days prior to the proposed Special Event date. Dates will not be reserved until the completed permit application is received. Event sponsors are encouraged to contact LAC's Planning Department as early as possible. Permits must be approved and issued prior to the event's occurrence.

#### ***How do I apply?***

**1. Pick up an application.** Las Animas County Government *Special Event Permit Application* is administered by LAC's Planning Department and is available in the following locations:

- LAC Courthouse, 200 East 1<sup>st</sup> Street, Room 104 or Room 110, Trinidad CO 81082
- Las Animas County Government Web Site at [www.lasanimascounty.net](http://www.lasanimascounty.net)

**2. Complete the application** along with all the required attachments using these ***Instructions and Guidelines*** and **submit one copy of your application** to LAC's Planning Department. (There is no need to make copies of the

*Application Instructions and Guidelines).*

- **Incomplete applications will be returned to the applicant** and will not qualify as submitted.

**Use the following instructions to assist in completing the application. The following sections correspond with the same section on the application form:**

**A. Fill in the blanks.** The questions in this section should be self-explanatory. Attach additional pages if necessary. Do not leave any of the questions blank. If you have any questions, please contact LAC's Planning Department at (719) 846- 2577, C (719) 680-5100 or (719) 845-2562.

**B. Vicinity Map/Site Plan**

Please attach a vicinity map and site plan for your event to indicate the location and movement of the entire event. All vicinity maps and site plans must include the following (when applicable):

- route access and circulation
- aid stations and rest stops
- locations of security personnel/route marshals
- scaled drawings and placement of all signage
- first aid and emergency service locations
- parking areas
- food service and alcohol booths locations
- water stations
- location of all sanitation facilities
- electrical sources and lighting locations
- location of all trash receptacles
- location of County facilities (i.e. trails, open space parcels, roads, etc.)

**C. Parking/Traffic Flow**

Traffic signage on State Highways must comply with Manual Uniform Traffic Control Device (MUTCD) specifications. A parking plan is required for all event staff, participants, and spectators and must be approved by the County Sheriff and the County Engineer prior to permitting. Plan requirements include:

- Personnel to direct traffic
- 1 parking space per every 2 participants for 50-400 participants
- 1 parking space per every 3 participants for 400+ participants

If using County facilities, security deposits for extra cleaning costs, port-o-lets (porta pots), and trash removal may be required.

**D. Las Animas County Sheriff's Office/Law Enforcement**

A communications plan that includes radio or other communication device interface with law enforcement personnel is required. The plan will be subject to review and approval by the Las Animas County Sheriff's Office.

A meeting with the Las Animas County Sheriff's Office is required to determine if sufficient security and law enforcement are planned for your event. Written confirmation that sufficient staffing has been contracted from the appropriate law enforcement agency is required.

The Office of the Las Animas County Sheriff may be able to provide uniform deputies and patrol vehicles for your event. All services provided to any special event organizer are based upon availability and subject to additional **contract costs not included in any permit fees paid to Las Animas County Government.**

For questions or information please contact the Sheriff's Office at (719) 846-2211.

**E. Emergency Medical Care**

Describe EMS arrangements/plan. Describe the plan for communications to be used in the event of an emergency

(i.e. radio (what channels), cell phones, etc.). Indicate routes for EMS and Fire Crew access.

#### Events required to have Certified Medical Coverage

Certified Medical Coverage is defined as an EMS plan adequate to meet the needs of the event and approved by Las Animas County's EMS. This may vary from a simple plan to activate EMS as needed to providing on-site medical personnel and/or ambulance coverage.

- Any organized athletic or competitive event involving more than 100 people in motion.
- Any event requiring the closure of major roadways.
- Any organized event involving more than 100 persons greater than one mile from State or County road access.
- Any event determined to be hazardous by its nature or likely to cause injury to participants or spectators. This determination will be based on the opinion of the permitting authority.

#### Events required to have Standby Ambulance Coverage

Standby ambulance coverage requires at least one ALS licensed ambulance to be available on-site for the duration of the event. Standby ambulance coverage may be provided by the Ambulance Service having jurisdiction of the event location or by any ambulance service licensed by their "home" County in Colorado, provided they have a current mutual aid agreement with Las Animas County EMS. If outside ambulance providers are utilized, they shall be required to be certified by Las Animas County Commissioners prior to the event. Certification will include a briefing related to the operations, communications, and integration with Las Animas County agencies, and treatment and transportation guidelines.

- Any organized athletic or competitive event involving more than 1000 people in motion.
- Any organized event with crowds expected to exceed 5000 people. An additional ambulance will be required for every 7500 additional people expected at the event.
- Any other event determined to be hazardous or likely to cause injury to participants or spectators, based on the opinion of the permitting authority.

#### Events Exempt from Medical Coverage Requirements

Routine recreational activity (requiring no additional permit) in established recreation areas with existing medical plans in place. (i.e. ski areas, rec. centers, pools, ice rinks, golf courses, equestrian centers, and school sporting events)

The Las Animas County Ambulance Districts may be able to provide qualified medical technicians and emergency vehicles for your event. All services provided to any special event organizer are based upon availability and subject to additional **contract costs not included in any permit fees paid to Las Animas County Government.**

#### **F. Food Service**

Any event that has food that will be served to the participants or spectators of the event must complete a Las Animas – Huerfano Counties Health Department [Application for Special Events with Food and Drink](#) and include such proof of approval with the Special Events Application. All food services must meet applicable State and County Food Service Licensing requirements.

The Las Animas – Huerfano Counties Health Department may access fees for additional services provided at the event. All services provided are subject to additional **contract costs not included in any permit fees paid to Las Animas County Government.**

For questions or information please contact the Health Department at (719) 846-2213.

#### **G. Water**

In this section, describe the water source and method of distribution. Water supply must meet State potability standards as follows:

- Drinking water and ice must come from an approved source such as commercially bottled water or

manufactured ice or water from a regulated public drinking water system.

- Private water wells are not regulated for quality or safety.
- Applicants must name the source of the water they provide and whether it is commercially packaged or provided in approved sanitary dispensers.
- Water that is not commercially prepackaged must be served from sanitary, tightly covered containers with a spigot that is specifically designed for potable beverages.
- At no time shall hands come in contact with drinking water or ice. Appropriate scoops with handles must be provided and used for dispensing ice.

Event organizers are required to sanitize water dispensers using the following procedure prior to filling them with drinking water.

- Thoroughly rinse the container for at least 2 minutes with a solution of 1 teaspoon of regular bleach per 1 gallon of clean water (no scented products as they are toxic).
- Empty the container through the spigot.
- Allow the container to thoroughly air dry before filling with drinking water.

## **H. Alcohol**

Any event that has alcohol that will be served to the participants or spectators of the event must submit a Colorado Department of Revenue Liquor Enforcement Division *Application for a Special Events Permit*. For questions or to obtain an application, contact the Las Animas County Clerk and Recorder's Office at 719-846-3314.

## **I. Sanitation**

In this section describe sanitation/waste disposal plan. State law requires a minimum number of sanitation facilities as follows:

- 51-100 people = 4 facilities
- 101-200 people = 6 facilities
- 201- 400 people = 8 facilities
- 401+ people = 12 facilities

Provisions must be made for the disposal of additional wastewater generated at the event and approved by the Health Department.

**J. Trash Collection/Removal**

A sufficient number of trash receptacles along with frequent removal of trash throughout the event are required to maintain a rubbish-free event.

It is the responsibility of the event organizer to make sure that any hired help performs as agreed upon, independently of the information obtained by Las Animas County Government.

**K. Animal Control**

Las Animas County requires animals to be under physical control using a leash or by requiring that a responsible person must remain within 10 feet of an animal with voice control at all times.

**L. Utilities**

Describe the utilities that are required for this event including all electrical and gas needs for lighting, cooking, operating event activities, etc. Describe the source that is being used and attach any approvals that may be necessary for accessing these utilities. If the event is to occur at night, describe how lighting will be provided.

**M. Open Space and Trails Facilities**

Use of County trails and the recreational pathway for an event must be also approved by the Planning Department.

**N. Road and Bridge Facilities**

Any special event that is to be conducted on any Las Animas County right-of-way or roads must be authorized by the Road and Bridge Department for all activities proposed.

The Las Animas County Road and Bridge Department may assess fees for additional services provided at the event. All services provided are subject to additional **contract costs not included in any permit fees paid to Las Animas County Government.**

For questions or information please contact the Road and Bridge's Trinidad Shop (719) 846-2931 or (719) 845-2562.

**O. Signage**

The LAC Planning Department may determine the appropriateness of the applicant's application and proposed signage.

**P. Emergency Action Plan**

An emergency action plan must be submitted and approved by Las Animas County Emergency Manager (719) 845-2566.

***When do I get my permit?***

**Applicants will be notified** as quickly as possible by LAC's Planning Department as to whether their application has been:

- a) **Approved** - A Special Events Permit shall be drafted and sent to the applicant for signature along with any other documents that the County may require to be signed or provided by the applicant.
- b) **Denied** - Communication with the applicant explaining why the decision was made.
- c) **Rejected as incomplete** - The application shall be returned with a description of the defects.
- d) **Conditionally approved** - Same approval procedure as with approved with a description of the supplemental requirements to be satisfied by the applicant and a corresponding timeline for completing these requirements.

Appeals of decisions by the Planning Department shall be made to the Las Animas County Board of County Commissioners and shall be filed in writing with the LAC Administration Department no later than ten (10) days from the date of the decision.