Colorado State Patrol

Application for a permit to conduct a special event

COLORADO STATE PATROL
COLORADO DEPARTMENT OF TRANSPORTATION
SPECIAL EVENT APPLICATION GUIDELINES

The Patrol Act, specifically section 24-33.5-226, directs the Colorado State Patrol (CSP) in its special event permitting responsibilities. The Colorado State Patrol's main objective in permitting events is the safety of both event participants and the motoring public. The Colorado State Patrol is required by state law to, as much as possible, reduce the impacts of special events on surrounding communities. The Colorado State Patrol also coordinates all special event road closures with the Colorado Department of Transportation.

Who must apply?

- Only events occurring outside incorporated municipalities.
- Any event requiring complete or partial closure of a state highway.
- Any event requiring restrictions of, or encroachments onto a state highway.
- Any event which is in such proximity to a state highway that traffic flow could be disrupted.
- Any event that requires the placement of traffic control devices on a state highway.
- An application is required so CSP can ensure that events are managed in a way that preserves public peace, health, and safety.

How do I apply? – An application fee is no longer required.

- Please Note: ***Incomplete applications will not be processed and will be returned to the applicant.***
- Complete the application supplying all required information. A legible, detailed map showing the proposed route or area of activity must be attached. Please include traffic control points, suggested detours, detailed timelines, and itineraries.
- The completed application must be submitted at least 90 business days in advance by email to Nina.Roe@state.co.us.
- A completed W9 must accompany each application. Please visit www.irs.gov to obtain the form.

When is a special event permit required?

- The Colorado State Patrol Special Events Unit staff is charged with assessing the impacts of an event and determining when a CSP special event permit is required.
- A permit is required for any type of road closure, restriction, or activity with appreciable impacts to the motoring public or surrounding communities.
- A person conducting a special event without a permit (when required by statute) or violating the terms of a CSP special event permit commits a class 1 misdemeanor. 24-33.5-226 (2.5)(b)

What CSP staff will need from you to issue a permit?

- Before a CSP permit can be issued, an applicant must be able to provide a copy of approved permits or in-process permit applications from all affected jurisdictions.
- A complying insurance policy and proof of same shall be required before a permit can be issued. The insurance certificate must endorse the State of Colorado and Its employees with language that is very specific in the endorsement block. (Please see sample attached)
- Complete payment of CSP services (refund of unused revenue in excess of $100.)
    - A $25.00 permit processing fee is required to be paid with event costs.
    - Hourly Rates – Uniformed $ 78.14 / Civilian $ 48.85 / Port of Entry $ 57.77 / Communications $ 44.38
    - Vehicle costs per mile - Motorcycle $ .70 / Automobile $ .67
    - Administrative Fee - 3.5 % of estimated personal services costs
    - A minimum four hours of trooper time are assessed for each extra-duty event.
    - A minimum of one hour of travel is added to on-site time for each uniformed member.
- For large-scale events, a multi-jurisdiction meeting will be required (hosted by CSP.)
- CSP Special Events Unit staff will discuss Incident Action Plan and traffic plan requirements.