

**APPLICATION FOR TEMPORARY USE  
WASHINGTON COUNTY  
150 ASH AVE AKRON, COLORADO 80720  
(970) 345-2701 ext 2 Fax (970) 345-2702  
Email [planning@co.washington.co.us](mailto:planning@co.washington.co.us)  
<http://co.washington.co.us>**

Permit Number <b>TU</b> _____
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**WASHINGTON COUNTY STATE OF COLORADO**  
Date of Application \_\_\_\_\_

Name of applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Legal description as defined by the quarter/quarter section (Example: property located in SW1/4 of SW1/4 Section 2, Township 5 North Range 54 West)

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ 1/4Section \_\_\_\_\_

Approximate location using existing County roads \_\_\_\_\_

All Ownership Interests: \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Type of Event \_\_\_\_\_

Attach detailed description of event – see page 3 of attached regulations

Dates of Event \_\_\_\_\_

Additional application requirements for Special Events (attach)

I hereby certify that to the best of my knowledge the above information is true and correct.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

(or if facility is to be located on an existing approved CMRS facility, signature of the current facility owner/operator).

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County website <http://www.co.washington.co.us> .

**Administrative Review/ Application Fee \$500.00**

**Total Due** \_\_\_\_\_

**Make check payable to: Washington County**

**COUNTY USE ONLY**

**Planning Commission Recommendation:**

Approved as submitted ( )  
Approved with conditions ( )  
Not Approved ( )

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairman \_\_\_\_\_ Date \_\_\_\_\_

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**Board of County Commissioners Recommendation:**

Approved as submitted ( )  
Approved with conditions ( )  
Not Approved ( )

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairman \_\_\_\_\_ Date \_\_\_\_\_

Sent Via Mail /email                      Date of Response

Date Sheriff Dept notified of Event \_\_\_\_\_

Date Fire Dept notified of Event \_\_\_\_\_

Date Ambulance notified of Event \_\_\_\_\_

Date Emergency Mgt Dept notified of Event \_\_\_\_\_

Date Health Dept notified of Event \_\_\_\_\_

Date Road Supervisor notified of Event \_\_\_\_\_

Date Scheduled for Planning Commission to Review \_\_\_\_\_

**TEMPORARY USE  
REGULATIONS RELATING TO SPECIAL EVENTS  
AND THEIR APPROVAL WITHIN  
WASHINGTON COUNTY  
TEMPORARY USE PERMIT**

**POLICY**

To provide for special events within the unincorporated areas of Washington County at which the attendance is expected to exceed 200 or more persons and said event is being held for commercial or other pecuniary purposes and either an admission fee or monetary charge is required to attend or participate in any given 24 hour period, the County will require a temporary use permit in order to provide for security of those persons attending the event and to minimize various adverse impacts that could jeopardize the health, safety and welfare of those attending the event or nearby residents or citizens of Washington County.

**PROCEDURES:**

The Board of County Commissioners encourages those activities which benefit the citizens of Washington County and which may bring cultural, artistic and / or economic benefits to the County. However it is necessary to assure that those persons attending any event sponsored by an individual, organization and or any other corporate entity be provided with minimum standards of safety, sanitation and protection so as to prevent harm or injury to their persons. Therefore before any such private activity which projects that more than 200 persons will be in attendance at any event not sponsored by a governmental entity, the following will be required to obtain a temporary use permit.

1. The Board requires that application be made by the individual, organization and / or corporate entity detailing the event, the location of the event, and the proposed purpose of the event.
2. The owner of the property upon which the event will take place will be required to sign the application as well as the event sponsor.
3. The application shall contain the following as a minimum:
  - a. a detailed sketch plan of the property illustrating the location of any and all temporary facilities to be erected or placed upon the property in order to conduct the temporary event.
  - b. the proposed number of persons projected to attend the event.
  - c. a detailed proposed security plan which is intended to enhance crowd control, restrict affrays and prevent any and all potential injuries or liabilities due to accidents.
  - d. the proposed access points to the event detailing the County roads to be utilized and an example of any and all signage directing traffic to the event.
  - e. a detailed parking plan for vehicles at the event.

- f. evidence of an appropriate liability insurance policy which provides liability coverage for the event in an amount not less than \$1,000,000.00 for property damage and personal injury protection for any and all persons attending the event. Also as a minimum, said policy and the owner of the property must agree to indemnify and hold harmless, Washington County, its officials and employees from any and all liability that may be incurred in relation to the proposed event.
  - g. if any road closures are projected a detailed request for those roads and the length of time of the closure.
  - h. proposed sanitation facilities to be located at the event.
  - i. proposed vendors, if any, including food, alcohol, and sales.
  - j. a non-refundable application fee of \$500.00 to cover administrative and review costs incurred by County staff.
4. Upon receipt of the aforementioned application, the Board will set a hearing date to review the application and shall forward same to the following individuals or entities and request a response from them within 10 days:
  - a. the Washington County Sheriff's Office for review and recommendation regarding any and all safety concerns that office may have.
  - b. to the Fire Department responsible for protecting the property upon which the event is to be held for review and recommendation regarding any and all potential fire or personal hazards.
  - c. to the appropriate Road Supervisor for review and recommendations regarding the access points to the event.
  - d. to the Washington County Planning Commission for review and recommendation.
  - e. to any residences within a two mile radius of the event and to those residents who may be affected by any road closures requested by the applicant.
  - f. upon receipt of any and all materials submitted to the Board, the Board shall forward same to the applicant in preparation of the public hearing.
  - g. to the Northeast Colorado health department if any food or beverage sales are to be available to persons at the event.
5. At the hearing scheduled as set forth hereinabove, the applicant shall present evidence and testimony in support of the application and address any and all concerns expressed by the referrals made in relation to the proposed event. The Board will review all the evidence and testimony and shall make a decision approving or denying the permit. The Board may take the matter under advisement for decision at a later date, not to exceed 10 days.

6. The following costs may be included in any and all approvals of the temporary use permit:
  - a. If the Planning Commission review requires that the Planning Commission hold a special meeting other than the regular monthly meeting held on the third Monday of every month, the costs of the special meeting shall be born by the applicant.
  - b. If the appropriate fire department determines that it is in the interest of public safety to provide on-site equipment and personnel at the event, the costs of providing said personnel and equipment shall be born by the applicant.
  - c. If the Board so determines due to the type of event or the size of the event based upon the number of persons attending the event that a Washington County Ambulance should be on-site during the event, the costs of providing this service and equipment shall be born by the applicant.
  - d. If the Washington County Sheriff so determines due to the type of event or the size of the event based upon the number of persons attending the event that he or any number of his deputies should be on-site during the event, the costs of providing this service shall be borne by the applicant at current rates for said deputies.

#### **MISCELLANEOUS PROVISIONS / EXEMPTIONS**

1. Gatherings such as farm auctions, private family reunions or private weddings, lasting and completed within one calendar day are exempted from the aforementioned provisions. However in the event that said event or private gathering will impact the County primary or secondary road system by parking of vehicles upon County roads, said event organizer has the responsibility to notify the County and adjacent neighbors in advance of the event.