

Special Event Permit Application Procedure

Definition of a Special Event

A special event is defined as any event which cannot be held on a county road, street or other right-of-way and, at the same time, comply with applicable traffic statutes or ordinances. Special events include, but are not limited to: parades, fairs, exhibitions, motion picture filming, bicycle events, foot races or walks, and block parties. Special events do not include events taking place away from a road which, due to the number of persons in attendance, create traffic congestion on a road before or after the event.

1. The applicant must obtain a permit from the El Paso County Department of Public Works either to close a county road, or to use a county road.
2. **BLOCK PARTY ONLY:** If the permit is for a Block Party, one must obtain signatures of all homeowners along the closed section. These permits do not require an insurance certificate.
3. The applicant must obtain the correct insurance (other than for Block Party), which must declare El Paso County as Certificate Holder and El Paso County must be named as additional insured. Make this out only to El Paso County, and not El Paso County Department of Public Works.
4. The Certificate of Insurance must be an original copy. Faxes will be accepted, but must be followed with the original copy by the date of the event.
5. Bring or mail the application to the El Paso County Department of Public Works, 3275 Akers Drive, Colorado Springs, Colorado 80922, Attention: Maggie Stack.
6. Legible and reproducible maps, in black & white, must be included; they must clearly define all areas affected by the road closure or use. A plan of any detour routes must be clearly marked.
7. If the event requires Sheriff's Department traffic control or patrol, the Extra Duty Coordinator must be contacted, and the event scheduled through that office as well. The Sheriff's Office number is 719-520-7249. Extra duty officers must be scheduled prior to receiving the Sheriff's sign-off for the event.
8. The Department of Public Works will obtain the signatures required from the El Paso County Department of Public Works Traffic Engineer, the El Paso County Sheriff's Office, and the Director of the El Paso County Department of Public Works.
9. The Department of Public Works will mail out the approved application to permit the applicant to hold the special event.
10. A copy of the approved permit must be available on site during the event.
11. Clean up is the responsibility of the Permit holder. All barricades must be removed within two hours after the event, per the Manual of Uniform Traffic Control.

El Paso County Department of Public Works
3275 Akers Drive, Colorado Springs, CO 80922
719-520-6808 (phone) 719-520-6879 (fax)

APPLICATION TO USE OR CLOSE A COUNTY ROAD TO CONDUCT A SPECIAL EVENT OR CIVIC FUNCTION

Application Date: _____ Use: _____ Close: _____

Contact name: _____ Title: _____

Address: _____ Email: _____

Phone: _____ Fax: _____ Pager/Cell: _____

Organization: _____

Event title: _____ Event location: _____

Event description: _____

Event start date: _____ Event start time: _____ Event end date: _____ Event end time: _____

Estimated number of participants: _____ Estimated number of spectators: _____

Will animals or special vehicles, items or substances be used to conduct this event? (e.g. confetti, beads, etc.). If yes, please explain: _____

Proposed route: _____

Proposed detour: _____

(Attach a map or diagram of the route, and any detours if applicable. Please use black & white for copying.)

Sponsor signature: _____

Co-sponsor signature: _____

SPECIAL EVENT RELEASE FORM MUST ACCOMPANY APPLICATION

*****FOR COUNTY DEPARTMENT USE ONLY BELOW THIS LINE*****

Traffic Engineer..... By: _____ Date: _____

Cost estimate (if applicable)..... \$ _____

El Paso County Sheriff By: _____ Date: _____

Cost estimate (if applicable) \$ _____

Director, Department of Public Works ... By: _____ Date: _____

(If denied, see remarks.)

REMARKS: _____

El Paso County Department of Public Works
3275 Akers Drive, Colorado Springs, CO 80922
719-520-6808 (phone) 719-520-6879 (fax)

APPLICATION TO CLOSE A COUNTY ROAD TO HOLD A BLOCK PARTY

Application Date: _____ Use: _____ Close: _____

Contact name: _____ Title: _____

Address: _____ Email: _____

Phone: _____ Fax: _____ Pager/Cell: _____

Organization: _____

Event title: _____ Event location: _____

Event description: _____

Event start date: _____ Event start time: _____ Event end date: _____ Event end time: _____

Estimated number of participants: _____

Will animals or special vehicles, items or substances be used to conduct this event? (e.g. confetti, beads, etc.). If yes, please explain: _____

Is a detour necessary? Yes No

Proposed detour: _____

(Attach a map or diagram of the route, and any detours if applicable. Please use black & white for copying.)

Sponsor signature: _____

Co-sponsor signature: _____

RESIDENT'S AGREEMENT MUST ACCOMPANY APPLICATION

*****FOR COUNTY DEPARTMENT USE ONLY BELOW THIS LINE*****

Traffic Engineer..... By: _____ Date: _____

Cost estimate (if applicable)..... \$ _____

El Paso County Sheriff By: _____ Date: _____

Cost estimate (if applicable) \$ _____

Director, Department of Public Works ... By: _____ Date: _____

(If denied, see remarks.)

REMARKS: _____
