

PROCEDURES FOR SPECIAL EVENTS

DEFINITION OF A SPECIAL EVENT:

A special event is any event which cannot be held on a county road, street or other right-of-way without impacting traffic flow or safety and cannot comply with applicable traffic statutes or ordinances. Special events include but are not limited to parades, fairs, rodeos, exhibitions, motion picture filming, bicycling events, foot races and walks. Special events may include events that take place away from the road which, due to the number of persons in attendance, create significant vehicle or pedestrian traffic congestion (or safety concerns) on the road before or after the event.

Prior to application, please note:

- ❖ All documentation for the application must be submitted a **minimum** of **45 days** prior to the event.
- ❖ The application review process does not begin until the **\$50.00** application fee is paid. This is done during the application process. See the “Pay Fees” below.
- ❖ Review of the event application will be based upon this procedures document. Please review it carefully.

Special Event website page, click on “Apply Online”

- Enter your user name and password. If you don't have one, click on “Request an Account” -- fill in the appropriate information.
 - You will receive an e-mail with a link to activate your account. You will then get a user name. You will fill in your own password. Please remember it as you are the only one who will know it.
 - You will be directed to a page that shows the existing special events. On the top of this page, on the green ribbon, you can choose:
 - Apply for Special Event Permit – instructions below
 - Pay fees – You will be routed to a third-party website for the fee payment. There is a convenience fee added to the \$50.00 application fee.
 - As noted above, the event application process by Douglas County cannot begin until the \$50.00 application fee is paid.
 - My Account – the tab you will use when you return to add additional information to the application.
 - Choose “Apply for Special Event Permit” – you will be taken to “Application Purpose Notice” page
 - Review the questions to be sure you are on the correct site.
 - Print out “Procedures for a Special Event” (which is this document) if you have not done so already. Please follow it closely to be sure you have everything you need on your application.
 - Click Next

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➤ **Basic Application Details Page –**

- All lines are Mandatory (except Fax number and event website)
 - Applicant Name and Designated Representative - please fill in both, even if they are the same.
 - Designated representative, if different from the applicant, must have decision-making authority on behalf of the applicant. Such person must be at least eighteen (18) years of age. Such person shall be continuously available to law enforcement personnel at the event.
 - Organization Name – Please spell out the Full name (ex. Highlands Ranch Community Association, not HRCA)
 - Event name –use the name by which you want the event to be known. This name will be printed on the permit.
 - Please also use this name and the ETF % the system will automatically supply for any-and-all correspondence with the Special Event liaison when contacting them about the event.
 - Event Type – drop down box for you to choose the appropriate type
 - Permit Start Date and Time – including planned date and time set up begins
 - Permit End Date and Time -- including planned date and time take down ends
 - Event Start Date and Time – the actual date and time of the event
 - Event Description – general summary of the event and route(s)
 - Event website – optional website for the public to navigate and view the event details.

➤ **DOCUMENTS TAB: All documents must be in .pdf form to upload -** there are seven (7) document types. There is a drop-down menu to note which type to use for each document.

(1) **Operations Plan:** This can be a single or series of word documents (in .pdf form) that detail the following:

- ____ a. Start and end location for the event with documentation (e-mail, permit, etc.) for the use of the location.
- ____ b. Parking – a map and documentation (contract or e-mail) verifying the agreement with the owner of the parking of participants.
- ____ c. Emergency medical services – with verification from the emergency service in the form of an e-mail or contract.
- ____ d. Sanitary facilities – with contract or e-mail verifying the facility locations and approval.
- ____ e. Public Safety Issues – agreement from the Douglas County Sheriff's department as to number of law enforcement officers will be used
- ____ f. Plan for communications between participants, volunteers and Organizers during the event.

(2) **Traffic Control Plan and course map(s)**

- ____ a. A written document detailing the route(s) (including road names, path names, directions of travel, turn locations, law enforcement, aid stations, etc.) of the event, any lane closures.

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- _____ b. An aerial overview map that shows start of the event, the route (with directional notations and roads names), the finish.
 - _____ c. A map (can be the same as the aerial overview map) that includes locations of aid stations, law enforcement and volunteers (marshals). – *see notes on Law Enforcement and volunteers in the Conditions for Approval section below.*
- (3) **MHT – Method of Handling Traffic** for lane closures– **Note:** Douglas County does not close entire roads without approval of the Board of County Commissioners)
- _____ a. In the case of lane closures, formal, computer generated maps called MHTs that conform to the current version of the Manual on Uniform Traffic Control Devices (MUTCD) prepared by a barricade company. (a partial list of local companies is available at Douglas County Traffic Services – 303-663-6237)
 - _____ a. A signed contract (not quote) from the barricade company to accompany the MHT. (see Conditions for Approval below for requirements for who and what is considered approved traffic control)
- (4) **Jurisdictional Approval**
- _____ a. Documentation in the form of permits or e-mails must be included for any-and-all locations that are not part of Douglas County road rights of way—private property, trails, other jurisdictional roadways, or trails, etc.
- (5) **Public Notification of the Event**
- _____ a. A copy of the fliers being published, the social media website, Newspaper article, etc. that notifies the public of the event.
- (6) **Certificate of Insurance (COI)** - Date of insurance certificate to be within the past 90 days unless otherwise approved by Risk Management
- a. To Include:
 - i. \$1,000,000 minimum coverage – to include general liability and auto liability coverage
 - ii. Extended to spectators and participants
 - iii. Name “Douglas County and its officers, employees and agents” as additional insured.
 - iv. List as certificate holder – Douglas County, 100 Third Street, Castle Rock, CO 80104
 - v. Include date(s) and times from setup to takedown of event and event name on the certificate.

NOTE: The Certificate of Insurance does not have to be turned in prior to the 45day limit for the permit application as some insurance companies do not provide them that early. It must, however, be submitted and approved prior to the permit being issued.

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CONDITIONS OF APPROVAL/DENIAL OF A PERMIT SHALL BE AS FOLLOWS:

- The application, when all documentation has been submitted, will be reviewed through the Douglas County Special Events Committee, which includes individuals from various departments within the county which may be affected by the event and other jurisdictions within Douglas County such as incorporated towns, forest service, fire districts, etc.
 - Douglas County will not approve a permit without the unanimous agreement by all jurisdictions affected by the event.
- The applicant is responsible for all costs in relation to the event, to include traffic control, law enforcement, advertising, etc.
- The applicant may only use Douglas County Law Enforcement for traffic control on county roads, hired through the Douglas County Deputies Association. All costs for deputies will be as determined by the Douglas County Sheriff's Deputies Association Liaison and paid directly to that organization. The applicant must contract separately with other law enforcement jurisdictions in which traffic control is required (incorporated towns within the county, adjoining counties, Colorado State Patrol, etc.). All law enforcement jurisdictions will coordinate their endeavors for a safe, legal event.
 - The applicant must clarify with all personnel involved that only law enforcement officers can interact with vehicular traffic in accordance with Colorado State Revised Statute 18-9-107.
- No use of road markings of any kind (paint, chalk, etc.) may be used in the roadway for the event, even if said markings are advertised as not being permanent. The applicant will be held liable for any costs of removing markings placed by them in County roadway.
- The use of and placement of any traffic control devices (cones, barricades, message boards, signage, etc.) in the roadway shall be contracted only through companies certified by the Colorado Contractors Association, American Traffic Safety Services Association (ATSSA) or the equivalent. There are several such companies in the Denver metropolitan area. A partial list is available through the Engineering Traffic Divisions department. No other individuals or companies shall place, relocate or remove any traffic control device for the event other than those approved through the special event process or authorized by Douglas County personnel.
- The information furnished by the applicant shall be complete and accurate.
- Douglas County reserves the right to cancel or reroute any permitted Special Event due to situations beyond the County's control. Examples to include but not limited to: fires, flooding and other acts of nature, accidents, emergency road or street closures.
- All decisions made by the County regarding a special permit are final.

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- If all requirements of an approved special event permit are not met, the special event permit may be revoked. If the Applicant fails to comply with any required conditions during the event, the special event permit may be revoked by the appropriate law enforcement personnel and the event terminate.
- Approval of the event will also be determined that no adverse effect is being made on normal traffic and safety, is not hazardous to the participants or any other highway users, nor will be an unreasonable inconvenience to motorists or property owners in the area.
- Douglas County will endeavor to work closely with special event applicants to provide a safe activity. It is incumbent on the applicant to ensure that all information furnished is complete and accurate and follows the guidelines set forth in this document.
- A copy of the signed permit must be available with the designated representative, on site, throughout the event.