



Community Planning and Sustainable Development Department  
Engineering -Traffic Services - Douglas County Government  
P.O. Box 1390, 3080 N Industrial Way, Castle Rock, CO 80104  
Phone: (303) 663-6237 Fax: (303) 663-2063

## PROCEDURES FOR SPECIAL EVENTS

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### **DEFINITION OF A SPECIAL EVENT:**

A special event is any event that 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 but still, 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.

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### **I. COMPLETE AN APPLICATION**

- A. ***Complete an application.*** Application cover sheets are available on the Douglas County website, under A-Z Services/Special Events ([www.douglas.co.us/traffic/Special\\_Event\\_Permit.html](http://www.douglas.co.us/traffic/Special_Event_Permit.html)) or at the Traffic Division Offices, 3080 N Industrial Way, Castle Rock, Colorado. The **complete application**, including cover sheet and supporting documents (see below), **must** be submitted a **minimum of 30 days prior to the event**. An application processing fee of **\$50.00, payable to Douglas County Government**, must accompany the complete application. You may call (303) 663-6237 for additional information.
- B. ***Provide proof of liability insurance coverage.*** Insurance coverage is required in the amount of **one million dollars (\$1,000,000)**. Such insurance shall include general liability and auto liability coverage. Coverage must be extended to spectators and participants and must name Douglas County and its officers, employees and agents as additional insured with regard to damages and defense of claims arising from:
1. activities performed by, or on behalf of, the named insured;
  2. products and completed operations of the named insured;
  3. premises owned, leased or used by the named insured; and
  4. the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased or borrowed by the named insured.

The certificate of insurance shall specifically name **Douglas County, its officers, agents and employees** as additional insured.

The **certificate holder** shall be listed as: **Douglas County, 100 Third Street, Castle Rock, CO 80104.**

**The date(s), times (from setup to takedown of the event) and name of the event must be included on the certificate.**

**This certificate does not have to accompany the original application but must be submitted prior to issuance of permit.**

- C. ***Provide an operations plan.*** The operational plan must detail parking, emergency medical services, sanitary facilities, communication and public safety issues.
- D. ***Provide a traffic control plan AND course map.*** The traffic control plan must conform to the latest revision of the Manual on Uniform Traffic Control Devices (MUTCD). The acquisition, installation, maintenance and cost of traffic control devices shall be the responsibility of the Applicant. The Applicant shall remove all traffic control devices within two hours following completion of the special event. Traffic control personnel shall be arranged exclusively through the Douglas County Sheriff's Office, at the Applicant's expense.
- E. ***Designate a contact person.*** The contact person 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 present at the event. The Applicant shall have a copy of the approved permit at the event site for the entire duration of the event.
- F. ***Secure appropriate jurisdictional approval.*** It is the responsibility of the Applicant to notify all relevant jurisdictions and agencies with respect to any municipal street, state highway or other property that may be part of the proposed event route. Verification of this approval must be submitted in writing to the Traffic Division prior to the approval of the permit.
- G. ***Review of Application.*** Douglas County Traffic Division shall process the application through the Douglas County Sheriff's Office, County Risk Manager, other affected County departments, and other agencies or jurisdictions as it deems appropriate for review and comment.
- H. ***Advertisement of proposed road closure or detours.*** Douglas County may require notice of any proposed road closing or detour to be published at the Applicant's expense in a newspaper of general circulation in Douglas County.

## **II. CONDITIONS OF APPROVAL SHALL BE DETERMINED AS FOLLOWS:**

- A. The event shall have no adverse affect on normal traffic and safety, is not hazardous to the participants (or other highway users), nor will be an unreasonable inconvenience to motorists or property owners in the area;
- B. The Douglas County Sheriff's Office shall have sufficient resources to manage the necessary road closures, detours and/or traffic control;
- C. The application shall contain sufficient information to allow proper risk and/or cost analysis of the event;
- D. The Applicant shall have submitted the application to the Traffic Services Division **at least 30 days** prior to the event;

- E. Authorities in other jurisdictions affected by the event shall have, in writing, authorized or denied closure of their roads, highways or streets for the special event.
- F. The Applicant shall have obtained the required amounts and types and insurance;
- G. The information furnished in the application shall be complete and accurate.
- H. The Applicant shall have responded adequately to comments from those reviewing the application.
- I. Events, particularly parades, shall not affect major roadways during County determined rush hour or times of high traffic volume.

**III. UPON RECOMMENDED APPROVAL OF THE APPLICATION BY THE REVIEW COMMITTEE:**

- A. The application will be presented to the Director of Engineering for final approval of the permit to hold the event.
- B. Traffic Division shall notify the Applicant and referral departments and agencies of such recommended approval.
- C. The Applicant shall pay the total actual cost to Douglas County for traffic control personnel for conducting any county road closure, detour or traffic control related to the special event.
  - 1. The Applicant shall make payment arrangements for traffic control directly with the Douglas County Deputies Association for the total estimated cost of accommodating the special event. Any actual costs in excess of the estimated cost shall be billed to and paid by the Applicant upon receipt.
  - 2. If the actual cost is less than the estimated cost, the balance shall be refunded to the Applicant.
- D. The Applicant shall be responsible for costs of any and all traffic control devices required by the latest version of the MUTCD.
- E. The Applicant shall **not** use any type of permanent marking materials on the roadway for the event. Non-permanent marking materials are commercially available for these types of activities. The Applicant must notify the Traffic Services Division if there are plans to mark the roadways and obtain approval of the type of material being used. The Applicant will be held liable for the costs of removing any permanent markings they place on the roadways.

**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 terminated. All decisions made by the County regarding a special event permit are final.**