

# SPECIAL EVENT PERMIT FOR COUNTY ROADS APPLICATION

Please attach all required documentation to this application as listed in attached Application Process Instruction item #2 and provide the total number of complete copy sets as noted in the attached Application Process Instruction item #1.

Contact person designated by the sponsor or organizer of any event must have decision-making authority and be continuously available to the appropriate law enforcement incident command personnel present at the event.

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**EVENT INFORMATION: PLEASE PRINT CLEARLY!**

Event Date(s): \_\_\_\_\_ Name of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_ Estimated # of participants \_\_\_\_\_ Estimated # of spectators: \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

County Roads Affected by Proposed Event: \_\_\_\_\_

Description of Event: Include modes of transportation. Attach additional pages as needed.

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Planned Security Precautions, *i.e.* placement of signs, barricades and traffic control measures: Attach additional pages as needed.

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## OATH OF APPLICANT

I declare that this application and all attachments are true, correct and complete to the best of my knowledge. I hereby state that I understand and agree to abide by all requirements and conditions required by La Plata County staff. I ensure that no citizen will be denied access to residences or places of business as a result of this event. I recognize that failure to comply with the conditions, requirements and considerations of La Plata County shall result in this permit being revoked.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Application will not be processed without full documentation and signature of applicant**

# SPECIAL EVENTS PERMIT FOR COUNTY ROADS INFORMATION FOR THE APPLICANT

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## GENERAL:

A special event permit for County Roads is required for any event which utilizes La Plata County Roads or other County property and may require changing, restricting or adapting normal uses of that property. The permit is intended to ensure that any changes resulting from an event are managed in a safe, orderly, prudent and legal manner in order to control and eliminate physical hazards, conflicts or inconvenience to event participants and staff as well as to the general public.

It is the responsibility of the event organizer to secure approval of the event course and use from all appropriate jurisdictions and land owners in advance of the event. Events using private property may require a Land Use Permit via a 2-3 month planning process.

### **Plan Ahead.**

Permits for use of state highways and Durango city streets are available from:

**Colorado State Patrol:** 20591 Highway 160 W, Durango, CO 81301, 247-1011

**CDOT Traffic & Safety:** 3803 N Main Ave Suite 100, Durango, CO 81301, 970-385-3624

**City of Durango:** Community Special Events Coordinator, Parks & Recreation Dept, 2700 N Main Ave, 385-2988

*If you are not certain of which jurisdictions may be affected, research your route online or in the GIS office located in the Old Main Post Office at 1060 Main Ave., Durango CO 81301.*

## APPLICATION PROCESS:

1. **Return completed application and all required documentation to the Planning Department no later than 30 days before the event.** If you have questions, please call the Planning Department at 382-6263.
2. **Documentation for all applications:**
  - a. *Applicant must supply all required documentation at time of submittal as follows:*
    1. Route maps with direction of travel indicated for all events
    2. Prepare a written description of the event, detailing the following:
      - a) Operational and Traffic Control Plan for the event describing signs and vehicles involved, their locations, purpose and identification. This plan must be approved by County Public Works prior to issuance of the permit.
      - b) Emergency Management Plan detailing how event staff will handle emergencies should they occur, including Search & Rescue for all off-road/backcountry events.
      - c) Planned Security Precautions (Marshals, signs, etc.); submit security plan with application
      - d) Parking Plan for event staff, participants and spectators
      - e) Emergency medical and sanitary plans
      - f) Communications Plan including radio interface with law enforcement personnel &/or cell contact numbers
      - g) Written set of instructions that will be given to all event participants and staff regarding management of the event, which must be approved by the La Plata County Sheriff Department prior to issuance of the permit.
  - b. *No later than three weeks before the event, the Applicant must supply the following items, plus any other information as requested during the review period:*
    1. **Insurance binder showing minimum coverage of \$990,000 per occurrence and \$350,000 per person. La Plata County Board of Commissioners must be named as an additional insured.**
    2. Written confirmation that sufficient law enforcement personnel have been secured to manage the event
    3. The applicant will certify in writing that all event staff have been/will be given all written event instructions as approved during the review period by the La Plata County Sheriff.

3. **Complete closures of county roads are discouraged.** Traffic restrictions and some temporary closures will normally be permitted between the hours of 8:30 A.M. and 3:30 P.M. Additional hours of restricted traffic and some temporary closures are allowed **ONLY** if explicitly approved by this permit. Event traffic control workers shall be instructed to allow passage of emergency vehicles at any/all times. It is the responsibility of the applicant to provide all required signs; to erect and maintain all necessary barricades, flashers, and other traffic control measures, and to secure additional staffing by properly authorized law enforcement personnel to manage road restrictions and closure points. All costs associated with these requirements are the responsibility of the applicant.

If any road restriction is approved, the applicant is specifically required to:

- a. Notify the appropriate fire protection district and school district of the location, date and time traffic will be impeded
  - b. Secure the services of adequate law enforcement personnel to manage the event
  - c. Provide a finalized road signing plan and map showing the race route and where event/traffic control signs and other safety measures will be located
  - d. Arrange for notice of road restrictions to be published in the Durango Herald
  - e. Notify all residents of any area in which traffic will be restricted
4. **Temporary Land Use Permit** - If the proposed event involves a staging area which will house temporary facilities or use of private property in the unincorporated areas of the county, applicants may be required to obtain a Land Use Permit. **This process takes two months or longer to complete.** If this requirement may apply to your event, contact the Planning Department (970) 382-6263 immediately. It is the organizer's responsibility to obtain all necessary permits in advance.
5. **Process/Issuance of Permit:** Following review of the application by various agencies and County departments, the Planning Department will notify the applicant of all requirements still to be met (if any). When additional documentation has been submitted and accepted by County Departments, staff will forward the request to the Public Works Director for a decision. The applicant must pick up the permit from the Planning Office and have it available upon demand at the event.
6. **Revocation of Permit:** Law enforcement personnel are responsible for security and safety and have enforcement authority over the course, terrain and environment. They have the power of arrest and the authority to stop any event in progress for violations of the permit and for breaches of public safety standards. If, for any reason, a required condition has not been met within forty-eight (48) hours prior to the event, and it appears that compliance is unlikely, the permit may be revoked. If the race organizers fail to comply with any requirement of the permit during the event, the Special Event Permit may be revoked by appropriate incident command personnel and the event stopped immediately. Law enforcement has the right to halt any special event due to events happening in the County that would constitute an emergency situation (fires, floods, etc.) with approval from the Sheriff.
7. **Removal of Materials:** It is preferred that all event materials be taken down immediately after the event. All traffic barricades must be removed from roadways immediately after the event by the event coordinator/staff. All signs, flashers, and other traffic control measures related to the event must be removed by the event coordinator/staff within 24 hours of the end of the event.
8. **Statutory Authority:**

**Statutes empowering the Board of County Commissioners to regulate both traffic and non-traffic use of County Roads: C.R.S. 1997 §§ 42-4-105, 42-4-106, 42-4-110 and 42-4-111**

**Statutes setting forth consequences of illegally obstructing a highway: C.R.S. 1997 §18-9-107**

**Safety issues related to use of County roads: C.R.S. 1997 §§42-4-606 and 42-2-607**

**County Code Sections 42-31 through 42-34**

**Please keep a copy of this Application for your information**

**Submit all pages to the La Plata County Planning Department  
(Planning Department is located at 211 Rock Point Dr., Durango, CO, 81301)**