

Special Events Permit

Checklist of Documents and Requirements:

- Application should be submitted to the local authority **at least 60 days** prior to the event (may be waived for good cause.)
- Meet with Planning Department about necessity for a Temporary Land Use Permit.
- Completed Special Events Application; AND
- Appropriate State and County fees; AND
- Two copies of a diagram of the area to be licensed (not larger than 8 1/2" X 11") reflecting bars, walls, partitions, ingress, egress and dimensions. Note: If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, parking plan, road signage, etc., AND
- Copy of deed, lease, or written permission of owner for use of the premises; AND
- Certificate of Good Corporate standing (NONPROFIT) issued by Secretary of State within last two years preceding the date of application which indicates that the applicant is a qualified non-profit organization in good standing with the State of Colorado; OR
- If not incorporated, a NONPROFIT charter; OR
- If a Political Candidate, attach copies of reports and statements that were filed with the Secretary of State.
- Posting Requirements:

At least 10 days prior to public hearing, petitions demonstrating neighborhood compatibility are turned in to County Clerk (poster can be obtained from the County Liquor Licensing Authority.)