



# City of Cañon City

P.O. Box 1460 · 128 Main Street · Cañon City, CO 81215-1460  
(719) 276-5294 - Fax: (719) 269-9017

Office of  
Planning & Zoning

## SPECIAL EVENTS PERMIT

Name of Event: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

Hours of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Will this Event include Liquor Sales? \_\_\_\_\_ YES (See #3 below) \_\_\_\_\_ NO

Description of Property to be Used: \_\_\_\_\_

Group or Organization Requesting Permit: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ cell phone: \_\_\_\_\_ email: \_\_\_\_\_

Street Closures: \_\_\_\_\_

Signage: \_\_\_\_\_

Site Cleanup: \_\_\_\_\_

Other Restrictions: \_\_\_\_\_

Sales Tax License(s): \_\_\_\_\_

Liability Insurance: \_\_\_\_\_

Cash, Surety, Deposit or Bond: \_\_\_\_\_

**Additional documentation required:**

1. A graphic drawing of the layout of the premises where the event will be held, including areas for vendors, events, parking and restroom facilities.
2. If the group or organization requesting the permit is not the property owner, provide a letter of permission signed by the owner specifically authorizing the event on their property.
3. If alcohol is to be sold or served, please contact City Clerk Becky Walker (269-9010) for more information.

Do Not Write Below This Line

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Zoning compliance review:

Permit reviewed and found to be complete:

\_\_\_\_\_  
Mary Ann Nimmo, Associate Planner

\_\_\_\_\_  
Date

City Administrator approval:

In accordance with Section 17.20.180 of the Cañon City Municipal Code, and after considering the provision found within the Code, the City Administrator does hereby approve and authorize the issuance of this Special Event Permit for the event known as \_\_\_\_\_, sponsored/organized by \_\_\_\_\_, to be held at \_\_\_\_\_, on \_\_\_\_\_.

\_\_\_\_\_  
Steven G. Rabe, City Administrator

\_\_\_\_\_  
Date

Copies:      Police Department      [ ]  
                 Sales Tax Clerk        [ ]  
                 Planning & Zoning        [ ]  
                 City Clerk (liquor events)    [ ]