



CITY OF CAÑON CITY

Planning and Zoning

P.O. Box 1460 • 128 Main Street
Cañon City, CO 81215-1460
(719) 269-9011 • Fax: (719) 269-9017

SPECIAL EVENTS

Are governed under the Cañon City Municipal Code as follows:

Applications for Special Event Permits can be found on the City's website. Call the City Planner at 276-5294 at least 30 days before your event and for more information.

17.20.180 Special events.

- A. Special events to be conducted in whole or in part within the boundaries of the City, such as carnivals, street fairs, circuses, festivals, parades or similar events which shall be open for participation to the inhabitants of the City may be authorized and allowed in any zone district by the City Administrator.
- B. The City Administrator shall authorize such special events by issuing a special events permit which shall contain at least the following:
 1. A general description of the special event;
 2. A description of the portions of the city where the special event is authorized to take place;
 3. A designation of the group or organization to which the permit is issued;
 4. A designation of the dates, times and hours during or upon which the special event is authorized;
 5. A description of the street closures, if any, authorized by the City Administrator in connection with the special event and other provisions deemed appropriate with respect to the provision for safe and adequate vehicular and pedestrian traffic flow and parking associated with the conduct of the special event;
 6. Such restrictions on signage as may be deemed appropriate by the City Administrator;
 7. The City's requirements as to the cleanup within the City of litter and debris generated by the event;
 8. Such other restrictions as are deemed necessary by the City Administrator in order to minimize any impact the event might have upon the inhabitants of the City and the neighborhoods within the City situated in proximity to the special event;
 9. Such requirements as the City Administrator may deem appropriate regarding sales tax licenses for vendors who may be associated with the special event;
 10. Proof of general liability insurance in amounts deemed appropriate by the City Administrator;
 11. Requirements as to such cash, surety or other bond deemed necessary and appropriate by the City Administrator to ensure that property of the City affected by the special event will be cleaned to the reasonable satisfaction of the City and that damage associated with the conduct of the special event may be repaired and remedied without cost to the City;

12. Such other requirements and restrictions as are deemed appropriate by the City Administrator which are intended to provide for the health, safety, comfort and convenience of the City and its inhabitants;

- C. Applications for the special events permits described in the foregoing section shall be made on forms prescribed by the City Administrator which shall be made available at the City Administrator's office.
- D. The City Administrator shall have the discretion to refuse any application for a special event permit which is not made on the form prescribed by the City or which is made later than thirty (30) days prior to the date upon which the special event is to take place and no application shall be considered complete unless all information required in the application is on such application at the time it is filed.
- E. The City Administrator shall have the discretion in processing any application for a special event permit, to request and consider the review and comments of the City Engineer, the Supervisor of Parks, the Chief of Police, the Director of Finance and the City Attorney.



CITY OF CAÑON CITY

Planning and Zoning

P.O. Box 1460 • 128 Main Street
Cañon City, CO 81215-1460
(719) 269-9011 • Fax: (719) 269-9017

SPECIAL EVENTS PERMIT

(Please submit your application at least 30 days prior to the event)

APPLICATION SUMMARY

Name of Event: _____
Applicant: _____
Date(s) of Event: _____ Hours of Event: _____
Location of Event: _____

EVENT DETAILS

Description of Event: _____

Will this Event include Liquor Sales? [] YES *(See #4 below)* [] NO
Description of Property to be used: _____

Group or Organization Requesting Permit: _____
Contact Person & Relationship to Event: _____
Cell Phone: _____ Bus Phone: _____ Email: _____

EVENT REQUESTS

Street Closures: _____
Event Signage: _____
(Signage connected with the event should be removed no later than 24 hours after the conclusion of the event.)
Site Cleanup: _____
Other Restrictions: _____
Sales Tax License(s): _____
Liability Insurance: _____
Cash, Surety, Deposit or Bond *(if applicable)*: _____

Additional documentation required and other considerations:

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. Please ensure this illustration shows that vehicular and pedestrian access and internal circulation will be maintained during the event.
2. If the group or organization requesting the permit is not the property owner, provide a letter of authorization signed by the owner specifically providing permission to hold the event on their property.
3. Proof of liability insurance naming the City as an additional insured in the amount of \$1,000,000. This proof of liability is required if the event utilizes any city-controlled property, including but not limited to sidewalks, rights-of-way, parks and/or plazas.
4. If alcohol is to be sold or served, please contact the City Clerk at 719.269.9010 for more information regarding an alcoholic beverage license.
5. If your event location is located on Hwy 50, or has access to the Hwy 50 corridor (including Fremont Drive), you are encouraged to contact the Colorado State Patrol/CDOT at 303-239-4500 for information about a state-authorized Special Event permit.

FOR OFFICE USE ONLY BELOW THIS LINE

Zoning compliance review:

Patrick Mulready, City Planner

Date

Conditions of Use:

(See attached documentation, as well)

City Administrator approval:

In accordance with §17.20.180 of the Cañon City Municipal Code, and after considering the provisions 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 _____.

Ryan Stevens, City Administrator

Date

Copies:

Police Department	[]	Sales Tax Clerk	[]
Planning & Zoning	[]	City Clerk (liquor events)	[]
Fire District	[]		