



# CITY OF DACONO EVENT PERMIT APPLICATION

(Before submitting an application please contact City Clerk, Valerie Taylor at 303.833.2317 x123 to schedule a pre-application meeting.)

\_\_\_\_\_ Annual Event Application \_\_\_\_\_ One-Time Event Application  
\_\_\_\_\_ Update to an Approved 2022 Annual Event Application

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

Event Date: \_\_\_\_\_ Start/End Times: \_\_\_\_\_

Event Description – **Please attach a detailed narrative.**

## APPLICANT – MUST BE PROPERTY OWNER

Applicant Name/Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

## EVENT PLANNER (If not applicant)

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization and/or Event Website: \_\_\_\_\_

Contact on-call During Event: \_\_\_\_\_ Cell: \_\_\_\_\_

## EVENT DETAILS

What time will set up for the event begin? \_\_\_\_\_ What time will tear down be complete? \_\_\_\_\_

Number of event/volunteer staff: \_\_\_\_\_ Number of attendees/participants expected: \_\_\_\_\_

Parking spaces recommended (total attendance divided by 3): \_\_\_\_\_ Estimated Number of Vehicles: \_\_\_\_\_

Will your event include animals? (If so list the type and the estimated number): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## COMMUNITY/NEIGHBORHOOD NOTICE (ADVERTISING PLAN)

Please outline your plan for notifying the community, neighborhoods and media for your event – attach detailed narrative of type of notice(s).

## EVENT LOGISTICS

### REQUIRED SUBMISSIONS

All applications must include layout plan showing the proposed location of the event, including a detailed map of the route, if applicable.

All applications must include a Parking Plan (including written permission by property owner(s) for any off-site parking. If typical business operations will also be conducted at the site of the event, the parking plan must demonstrate sufficient parking is available for those typical business operations plus event attendees and participants).

All applications must include a Traffic Control Plan (including a plan for the use of any temporary access to the site where the event will be held).

All applications must submit appropriate fees made payable to the City of Dacono

All applications must submit Sanitation, Waste Management Plan and Clean-up Plan.

State law requires a minimum number of sanitation facilities as follows: • 51-100 people = 4 facilities • 101-200 people = 6 facilities • 201- 400 people = 8 facilities • 401+ people = 12 facilities. (For events with 50 or less 1 facility will be required). A sufficient number of trash receptacles along with frequent removal of trash throughout the event are required to maintain a rubbish free event. The Clean-up Plan should include when the event will be cleaned-up and when/how the trash will be removed from the event location.

All applications must submit Emergency Operations Plan, which includes medical and weather related emergencies.

## ADDITIONAL INFORMATION

*For all YES responses, please submit the information requested.*

- |   |                                 |                                  |
|---|---------------------------------|----------------------------------|
| Is this event public or private?  | <input type="checkbox"/> Public | <input type="checkbox"/> Private |
| Is there an admission fee for your event?   | <input type="checkbox"/> No     | <input type="checkbox"/> Yes     |
| If yes, you must remit 3% Admissions Tax to the City of Dacono  |                                 |                                  |
| Will your event include a race?   | <input type="checkbox"/> No     | <input type="checkbox"/> Yes     |
| Will your event require street closures or impede normal traffic flow?  | <input type="checkbox"/> No     | <input type="checkbox"/> Yes     |
| Will your event use temporary electrical connections?   | <input type="checkbox"/> No     | <input type="checkbox"/> Yes     |
| If yes, supply list of what will be used.   |                                 |                                  |
| Will your event include food or retail vendor sales?  | <input type="checkbox"/> No     | <input type="checkbox"/> Yes     |
| If yes, a Health Dept. Certificate may be required and Sales Tax will need to be collected and remitted to the State of Colorado (2.9%) and City of Dacono (3%) |                                 |                                  |
| Will amplified sound be used during the event?  | <input type="checkbox"/> No     | <input type="checkbox"/> Yes     |
| If yes, provide a description of what will be used. (All amplified sound must comply with Section 10-123 of the Dacono Municipal Code.                          |                                 |                                  |
| Will your event use a private security company?   | <input type="checkbox"/> No     | <input type="checkbox"/> Yes     |
| If yes, security companies are required to be licensed by the City of Dacono  |                                 |                                  |
| Will signage be used as part of the event?  | <input type="checkbox"/> No     | <input type="checkbox"/> Yes     |
| If yes, please provide types and locations.   |                                 |                                  |
| Will your event include fireworks, open fires or hazardous materials?   | <input type="checkbox"/> No     | <input type="checkbox"/> Yes     |
| If yes, please provide a list of what that includes.  |                                 |                                  |
| Will alcohol be sold?   | <input type="checkbox"/> No     | <input type="checkbox"/> Yes     |
| If yes, a liquor license will be required, check with the City Clerk.   |                                 |                                  |
| Will alcohol be allowed at the event?   | <input type="checkbox"/> No     | <input type="checkbox"/> Yes     |
| Will your event have temporary overnight recreational vehicle (RV) parking?   | <input type="checkbox"/> No     | <input type="checkbox"/> Yes     |

***If yes, a Special Use Permit Application must be submitted in addition to this application. Special Use Permit Applications must go before the Planning Commission and City Council for approval which requires public hearing notices to be published in advance of the hearing. Please contact Community Development Director, Jennifer Krieger at [jkrieger@cityofdacono.com](mailto:jkrieger@cityofdacono.com) for any questions regarding the requirements for a Special User Permit.***

If yes, also include on your layout plan the proposed location, with dimensions labeled for the proposed  
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temporary RV parking area and the maximum number of recreational vehicles, include the temporary RV parking in your Clean-up Plan and submit an Emergency Operations Plan that specifically addresses the proposed temporary RV parking.

## NOTICE

Notice that an application for an event permit has been filed with the City shall be posted by the applicant on the property where the event is proposed not more than five days following the date a complete application is filed with the City and shall remain posted until the event permit application has been approved or denied by the City Clerk. Notice shall also be mailed to owners of property located within three hundred (300) feet of the event site and to those owning property along any streets that would be closed or otherwise impacted by the event. The notice requirement must be met for each event permit application filed; if one permit is filed for multiple events, the notice shall include a description of each of the multiple scheduled events. A copy of the notice provided and addresses that it was mailed to are required to be submitted to the City Clerk.

## APPLICATION FEES

The City of Dacono charges the following Event Permit Application fees. In addition, supporting agencies that are part of the review process may have additional applicable fees. Not all fees may be applicable to your event. All fees should be submitted at the time of application. Please make checks payable to the City of Dacono.

- **Event Application Review Fees:** \$100 for Annual Events Application, nonrefundable  
\$150 for One-Time Event Application, nonrefundable
- **Rush Processing Fee:** \$500 nonrefundable. This fee will be added to the application fee if the proper paperwork is not submitted 90 days in advance of the event. This does not guarantee that certain permits can be processed in time, such as a Special Event Liquor License
- **Special Event Liquor License:** \$25 Special Event Liquor License fee, nonrefundable. If you would like to sell or serve alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor License (only for non-profit organizations) and process this with the City Clerk.
- **Applications of such complexity or unique circumstances that may require review by City Consultants or other outside agencies that will charge the City a fee for review may require the applicant to execute a Cost Agreement and provide a funds deposit.**

## SIGNATURE(S)

By signing this application, I agree that I have read and understand the conditions of the Event Permit Application from the City of Dacono. I understand that I must respond in a timely manner to requests for additional information and be available to meet with staff regarding any questions surrounding my event permit request. Failure to do any of these things or to meet any other requirements set forth by City staff may result in the delay of approval or the denial of this application. I acknowledge that the information contained in this application is true, correct and complete to the best of my knowledge.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Event Organizer (if not property owner): \_\_\_\_\_ Date: \_\_\_\_\_