



2023 TEMPORARY USE PERMIT (TUP)
(Revised 1/1/2023)

Project #
Outdoor Vendor TUP Fee \$42.00
Special Event TUP Fee \$105.00
Non-profit (No TUP Fee)

(Application must be submitted to Planning Department 45 days before Special Event
and 14 days before Outdoor Vendor may operate)

TYPE: Outdoor Vendor Special Event
Non-profit Outdoor Vendor Non-profit Special Event

1. APPLICANT INFORMATION

- a. Name of Outdoor Vendor/Special Event
b. Event Coordinator/Applicant Name
c. Mailing Address
d. Email Address
e. Phone Number (Home) (Work) (Cell)

2. PROPERTY OWNER INFORMATION

- a. Name
b. Mailing Address
c. Email Address
d. Phone Number (Home) (Work) (Cell)

3. DESCRIPTION OF TEMPORARY USE

- a. Description of Special Event/Outdoor Vendor operation
b. Site Address Site Zoning
c. Dates of Operation
d. Number of Employees Volunteers Anticipated Turnout
e. Total Number of Vendors Food Vendors
f. Event or Vendor Sales Hours Set-up & Clean-up Hours
g. Parking Plan Description
h. Street Closure? YES NO Streets affected

- i. Trash/Recycling Collection Plan *(show on site plan)*
  - a. Number of trash cans \_\_\_\_\_ Provided by \_\_\_\_\_
  - b. Number of dumpsters \_\_\_\_\_ Provided by \_\_\_\_\_
  - c. Number of recycling bins \_\_\_\_\_ Provided by \_\_\_\_\_
  - d. Responsible party for set-up & collection \_\_\_\_\_
- j. Sanitation Plan *(show on site plan)*
  - a. Number of portable toilets \_\_\_\_ accessible toilets \_\_\_\_ Provided by \_\_\_\_\_
  - b. Number of hand washing facilities \_\_\_\_ Provided by \_\_\_\_\_
  - c. Responsible party for set-up and collection \_\_\_\_\_
- k. Traffic Control Plan *(show on site plan)*
  - a. Number of cones \_\_\_\_ barricades \_\_\_\_ personnel \_\_\_\_
  - b. Responsible party for installing traffic control \_\_\_\_\_
- l. Noise Mitigation Techniques \_\_\_\_\_
- m. Tents/canopies? YES NO Anticipated number of tents/canopies \_\_\_\_
  - a. Do any tents/canopies exceed 1,000 SF? YES NO  
*(Contact NETCFDP at 719-687-1866 if tent/canopies are > 1,000 SF)*
  - b. Any open flame or cooking under tent/canopies? YES NO
- n. Describe Temporary Structures *(i.e., tents/canopies, size, materials, anchoring, lighting, use/location of combustible liquids/propane, electrical cords, etc. - show on site plan)*  
 \_\_\_\_\_  
 \_\_\_\_\_

**4. USE OF CITY PROPERTY / EQUIPMENT / PERSONNEL**

City-owned property (public sidewalks, parking lots, streets, parks, electricity, etc.), City equipment (barricades, cones, picnic tables, recycling bins, etc.) and City personnel may be utilized pending availability and payment of a rental fee plus deposit. *(show on site plan)*

- a. Approximate area of leased City property *(daily rate is \$0.57 per 10 SF)* \_\_\_\_\_ SF
- b. Number of electrical outlets required \_\_\_\_\_ Days of use \_\_\_\_\_  
*(\$5.00 / pedestal / 4-hour increment)*
- c. Equipment from Special Events Cache *(contact Public Works at 719-687-5293 to reserve)*  
 \_\_\_\_\_  
 \_\_\_\_\_
- d. Describe use of City personnel *(compensation shall be required)*  
 \_\_\_\_\_  
 \_\_\_\_\_
- e. Name of City park to be used *(park rental fees apply)* \_\_\_\_\_
- f. UPCC Pavilion on the Green use? *(call 719-687-5284)* Yes No

## 5. CHECKLIST AND REQUIREMENTS

Applicant to review the list and check as applicable.

Type of Permit/Policy	When Required	How to Obtain	Check if required	Check if obtained
City Business License	If <u>more</u> than two (2) events in Woodland Park per year	Pick up at Finance or <a href="http://www.city-woodlandpark.org/211/Finance-Department">www.city-woodlandpark.org/211/Finance-Department</a>		
1- to 2-Day Event Sales Tax License	If two (2) events or <u>less</u> in Woodland Park per year	Pick up at Finance or <a href="http://www.city-woodlandpark.org/211/Finance-Department">www.city-woodlandpark.org/211/Finance-Department</a>		
Teller County Environmental Health Permits	If food vendors are involved	Contact Teller County Environmental Health at 719-687-6416 or <a href="http://www.co.teller.co.us/PublicHealth/EnvHealth.aspx">www.co.teller.co.us/PublicHealth/EnvHealth.aspx</a>		
Special Event Liquor Permit	If non-profit serving liquor submit paperwork a minimum 30 days prior	Call City Clerk at 719-687-5295		
Northeast Teller County Fire Protection District	If event involves City street or cooking inside tents/canopies	Contact NETCFPD at 719-687-1866 or <a href="http://www.netellerfire.org">www.netellerfire.org</a>		
Crowd Control	If Teller County Sheriff Posse is needed then request must be made through Woodland Park Police Department	Contact Police Chief Deisler at 719-687-9262 or <a href="mailto:cdeisler@city-woodlandpark.org">cdeisler@city-woodlandpark.org</a>		
Special Event Permit for use of Highways	If event involves Hwy 24 or SH 67	Contact Colorado State Patrol at 719-635-0385 or <a href="https://csp.colorado.gov/services-we-provide/special-events">https://csp.colorado.gov/services-we-provide/special-events</a>		
Certificate of Liability Insurance	If using City property (park, streets), a policy with the City named as "Additional Insured" in the amount of \$1,000,000 for property and \$600,000 for personal damage	Contact an insurance company. Provide a copy of insurance to the City Clerk and Planning.		
Parks and Recreation Facility Use Permit	If using City park or open space	Contact Parks and Recreation at 719-687-5225 or <a href="http://www.city-woodlandpark.org/192/Parks-and-Recreation-Department">www.city-woodlandpark.org/192/Parks-and-Recreation-Department</a> & submit directly to Parks and Recreation		
Sign Permit *	If displaying a sign or banner more than 24 hours	Contact Planning at 719-687-5202 or <a href="http://www.city-woodlandpark.org/230/Planning-and-Building-Department">www.city-woodlandpark.org/230/Planning-and-Building-Department</a>		

\* To advertise on the Electronic Message Display at Baldwin Street and Short Avenue, or other City signs, call Parks & Recreation at 719-687-5225.

## 6. SUBMITTAL REQUIREMENTS

Applicant check if included	Submittal Item <i>(All applicable items must be included to process application)</i>
	<b>Application:</b> Completed application form
	<b>Fee:</b> See top right corner on page one (1)
	<b>Event Site Plan:</b> See example attached
	Location and dimensions of all on-site temporary and permanent structures.
	Location and names of on-site or adjacent streets, trails, sidewalks and street closures including barricades or cone and event signs.
	Location of all parking areas, stalls, driving lanes and loading areas including accessible parking stalls.
	Location of portable toilets, accessible toilets, hand washing stations, trash/recycling containers, dumpsters, etc.

## 7. SAFETY

I acknowledge that the safety of all participants involved in a special event is paramount. To facilitate a safe event, all applicable manufacturer specifications, building codes, fire codes and safety requirements for all equipment shall be followed. I have read and shall comply with the **Event Safety Guide** attached to this application.



Applicant \_\_\_\_\_  
*Signature*
*Date*

## 8. CERTIFICATION

I, the undersigned, certify under oath and penalties of perjury that the information found in this application and site plan is true and accurate to the best of my knowledge. I certify that I understand that the event shall be in accordance with this application, site plan, the City of Woodland Park's Zoning Regulations, and other applicable City regulations and conditions imposed upon the issuance of this permit. Further, I understand that Temporary Use Permits are applicable to a specific calendar year and that new applications must be submitted January 1<sup>st</sup> for each calendar year.



Applicant \_\_\_\_\_  
*Signature*
*Date*



Property Owner \_\_\_\_\_  
*Signature*
*Date*

*(The application will not be processed without the property owner's signature)*



# Event Safety Guide

**ALWAYS be sure to comply with manufacturer specifications, installation manuals, product safety guidelines for tents/canopies and all equipment.**

<b>Temporary Structure Safety</b>	<ul style="list-style-type: none"><li>▪ Use in a manner that is not hazardous to the user or the general public.</li><li>▪ Place so as to not block the access of emergency vehicles or personnel.</li><li>▪ Overstocking of inventories in temporary structures is not recommended.</li><li>▪ Read NETCFPD “Temporary Structures” and “Tents and Membrane Structures” checklists.</li><li>▪ For egress, see Chapter 10 of the 2015 International Building Code.</li><li>▪ For seating, see Chapter 10 of the 2015 International Building Code.</li><li>▪ For cooking, see Chapter 24 of the 2003 International Fire Code.</li></ul>
<b>Electrical Safety</b>	<ul style="list-style-type: none"><li>▪ The use of generators or alternative power generating methods shall follow manufacturers’ specifications and electric codes.</li><li>▪ Always follow safety warnings for lighting and power from requirements on products used.</li><li>▪ Use non-heat producing light bulbs and secure them away from combustibles.</li><li>▪ Always use approved ground fault circuit interrupting devices for your entire electrical use to protect against electrical shock at or around your structure.</li><li>▪ Extension cords across walking areas should be placed, secured or covered to prevent tripping and fall hazards.</li><li>▪ Do not grab energized electrical cords, lighting devices, appliances in wet conditions and if weather conditions are threatening, disconnect them as soon as possible.</li><li>▪ For lighting and power, see 2017 National Electrical Code.</li></ul>
<b>Mechanical Safety</b>	<ul style="list-style-type: none"><li>▪ Check liquid propane gas equipment, tanks, valves, hoses, fittings, and other related components or safety devices to make sure there are no defective conditions before use and use properly in accordance to manufacturer’s specifications and the International Fuel Gas Code.</li><li>▪ For mechanical, see 2015 International Mechanical Code.</li></ul>
<b>Food Safety</b>	<ul style="list-style-type: none"><li>▪ All food vendors, including anyone who sells dry goods, must have appropriate licenses.</li><li>▪ All event coordinators must fill out an event packet to determine who is selling food at your event and to anticipate the number of vendors that may need assistance before each event.</li></ul>
<b>Sanitation Safety</b>	<ul style="list-style-type: none"><li>▪ For single user portable toilet or bathing units clustered at a single location, at least five percent but no less than one toilet unit or bathing unit complying with ADA requirements shall be installed at each cluster whenever typical inaccessible units are provided. Accessible units shall be identified by the International Symbol of Accessibility.</li></ul>

Questions? Contact:

Building Department at 719-687-5202

NETCFPD at 719-687-1866

Teller County Environmental Health at 719-687-6416

Woodland Park Police Department at 719-687-9262

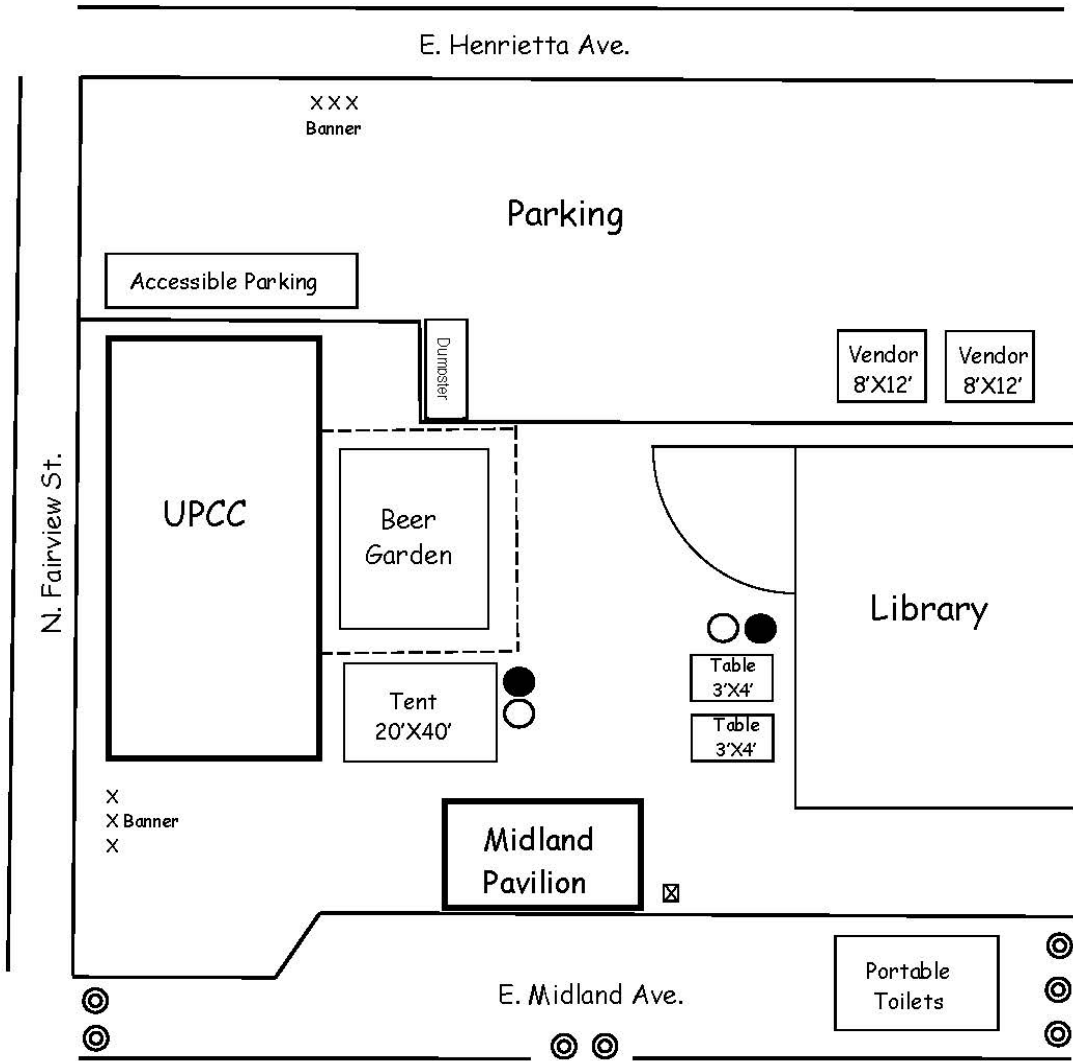
**THANK YOU AND HAVE A SAFE EVENT**

# SPECIAL EVENT SITE PLAN

EXAMPLE EVENT  
 AT UPCC & MIDLAND PAVILION  
 210 E. MIDLAND AVENUE  
 WOODLAND PARK, CO 80863

FOR EXAMPLE  
 PURPOSES ONLY

NORTH



- |      |               |
|------|---------------|
| ---- | Fencing       |
| ⊙    | Barricades    |
| ●    | Trash Can     |
| ○    | Recycling Bin |
| ⊠    | Outlet        |

Drawn By: D. Slaughter 1/8/2019