



### Special Event Permit (SEP) Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- \_\_\_\_\_ A Detailed Site Plan  
Showing all information necessary to demonstrate the Special Event will comply with all applicable codes and regulations. The site plan shall depict all infrastructure and existing uses on the Special Event property and any adjacent property to be used for parking or camping, and depict location of rest rooms, trash receptacles, tents, stages and staging areas, spectator areas, seating, vendor areas, entrances and exits, use of public right-of-way, fencing, screening, and buffering, camping areas, and parking areas.
- \_\_\_\_\_ Copy of deed, lease, and written letter of authorization from property owner showing permission for use of the Special Event premises including the Special Event site and any adjacent properties used for parking or camping.
  - \_\_\_\_\_ If owner is other than Individual, please provide the following:
    - \_\_\_\_\_ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority as applicable to LLC property ownership.
    - \_\_\_\_\_ Articles of Incorporation and By Laws as applicable for Corporation Property ownership.
    - \_\_\_\_\_ Trust Documents as applicable for Trust Property ownership.
- \_\_\_\_\_ Noise levels and noise mitigation measures:  
For events with bands or music, application shall specify times music will end.
- \_\_\_\_\_ Lighting of Special Event site:  
Include lighting types, areas, and hours the site will be illuminated.
- \_\_\_\_\_ Electrical sources:  
With details of proposed safety measures for electrical cords, cables, generators, and the like.
- \_\_\_\_\_ Traffic control and parking:  
Include traffic control measures and details of parking areas and adequacy of parking for the Special Event.
- \_\_\_\_\_ Use of County Roads and or State Highways, including access to the Special Event, as well as details of any road restrictions and closures, with documentation of approval of any necessary permitting or requirements from the Pueblo County Department of Public Works and or the Colorado Department of Transportation (CDOT).
- \_\_\_\_\_ Waste disposal:  
Include solid waste and wastewater, with documentation of Pueblo Department of Public Health and Environment approval for waste disposal.
- \_\_\_\_\_ Food preparation and sales should food be cooked and served:  
With documentation of Pueblo Department of Public Health and Environment approval for food preparation.

- \_\_\_\_\_ Alcohol sales and documentation of licensing approval for any alcohol sales should alcohol be sold.
- \_\_\_\_\_ Proposed signage:  
Include size, type, height, and location of any signs or banners.
- \_\_\_\_\_ Download and fill out the [Letters of consent from property owners for signage](#) on whose property any off-premises directional signs will be located.
  - \_\_\_\_\_ If owner is other than Individual, please provide the following:
    - \_\_\_\_\_ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority as applicable to LLC property ownership.
    - \_\_\_\_\_ Articles of Incorporation and By Laws as applicable for Corporation Property ownership.
    - \_\_\_\_\_ Trust Documents as applicable for Trust Property ownership.
- \_\_\_\_\_ Proof of liability insurance for the Special Event
- \_\_\_\_\_ A cleanup or site restoration plan for the Special Event site.
- \_\_\_\_\_ Security or law enforcement:  
Include type and level of security from private security provider, as well as documentation from any applicable law enforcement agency, including but not limited to Pueblo County Sheriff's Department and Colorado Department of Public Safety (CDPS), showing that agency has reviewed and agrees with proposed security and law enforcement measures to be in place for the Special Event. Applicant shall address proposed law enforcement and security measures proposed for the Special Event, as well as for any associated camp sites, access and pedestrian areas, and parking areas. Applicant shall address security measures for controlling access and trespass by Special Event attendees onto driveways and property in the vicinity of the Special Event.
- \_\_\_\_\_ Fire protection and hazardous materials:  
Provide documentation from applicable fire protection district, showing that the fire district has reviewed and is in agreement with proposed plans for fire protection, hazardous materials, medical service, emergency evacuation of Special Event area, and that the crowd capacity and projected attendance meets the district's standards for the Special Event area and facilities.
- \_\_\_\_\_ A mailing list of property owners and map:  
Example: Assessor's property owner list and map providing documentation of Special Event notice mailing to all property owners within 300 feet of the property boundary of the Special Event site, per Section 17.120.270 E. f.
  - \_\_\_\_\_ Copy of notice that was sent to Property Owners.