



DATE RECEIVED
FEE PAID

**TEMPORARY USE PERMIT**

Gilpin County Community Development Department - PO Box 661, Central City CO 80427  
 Phone: (303) 582-5831 Fax: (303) 582-5440

**APPLICANT**

NAME	MAILING ADDRESS
PHONE NUMBER	CITY, STATE, ZIP
FAX NUMBER	EMAIL ADDRESS

**OWNER IF DIFFERENT FROM APPLICANT**

NAME	MAILING ADDRESS
PHONE NUMBER	CITY, STATE, ZIP

**SUBJECT PARCEL INFORMATION**

ADDRESS:	ASSESSOR'S ACCOUNT NUMBER(S):
LEGAL DESCRIPTION: (Lot/block/Subdivision or Mine Name/MS Number or Section/Township/Range if metes & bounds)	

**ACTIVITY TO WHICH THIS APPLICATION PERTAINS  
 IF ROADWAY (RACE) EVENT – LIST ALL ROADWAYS USED WITH SECTIONS IDENTIFIED**


**LIST OF SUBMITTALS (SEE REVERSE SIDE FOR LIST OF REQUIRED SUBMITTALS)**

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I certify that the information, plans and exhibits I have submitted are true and correct to the best of my knowledge. If submitted information is insufficient or incomplete, this application will be held in abeyance until such time as all required information is submitted or for which no permit is issued within 180 days following the date of application shall expire by limitation, and the submittal may be thereafter destroyed by County Staff. I understand that I am consenting to allow the County Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining prior consent.

Applicant Signature: \_\_\_\_\_ date \_\_\_\_\_  
 (If Applicant is not Owner, please attach original notarized Letter of Authorization signed by owner.)

A temporary special event is a one-time or infrequently occurring event that offers the event attendee leisure, social, economic or cultural opportunities outside the normal range of offerings and where an exchange of money for a product, service(s) or philanthropy is crucial for the use/event being held.

Special events include such activities as carnivals, art fairs, weddings, concerts, education activities and not-for-profit fund raisers. Individual vendors are not eligible for special event TUP's but may operate as part of a permitted qualifying special event.

Temporary use events that do not exceed 9 days in length may be eligible for a Temporary Use Permit (TUP). A TUP is required for all special events on private and County owned property, including County right-of-way as follows:

#### **Class A Events**

The following events are eligible for administrative approval.

- Events whose duration is no more than 48 consecutive hours as measured from start to finish (including times when the event is not open); and, that require less than 12 total hours for setup and tear down; and, that expect no more than 150 people in daily attendance; and, that do not include amplified music or speech; and, that generate traffic totaling less than 150 peak hour trips.
- Competitive events which utilize public road Right-of-Way. (e.g. running and biking events)

#### **Class B Events**

Board of County Commissioner approval shall be required for any application which is not eligible to be approved as a Class A event and which meets the parameters of this section.

**Application** – An application shall be submitted prior to the commencement of the proposed activity, with adequate time for staff to review the proposal and shall include the following:

- Proposals shall list their use in full block hours of time.
- Map of area used for this event.
- Emergency plan, addressing law enforcement, fire and medical responses.
- Proof all other permit(s) and or permission(s) have been obtained.
- Fee, as set by the Board of County Commissioners.

**Other Permits** - It is incumbent upon the applicant to obtain all necessary permits directly from the correct regulatory agency for activities which involve construction, liquor, food, sanitation/public health, access or other matters in the public interest. The property owner must agree in writing to the permit issuance.

#### **Conditions of Approval**

- The County may attach whatever conditions and limitations necessary to protect public health, safety, and welfare. Such conditions may include, but shall not be limited to hours of use, noise level, lighting, traffic control measure, security, dust control, trash collection and disposal and occupant loads.
- Only four events per year, per parcel or parcels shall be permitted.

#### **Bonding/ Security Deposit**

Note: Staff reserves the right to require additional submittals as circumstances dictate.