

# **Resolution Establishing Special Event Permit Requirements For Larimer County Roads**

## **SECTION I - Authority**

Authority for the administration and enforcement of the Special Event Permit for Larimer County Roads is derived from the Colorado Revised Statutes (C.R.S.), Sections: 18-9-107, 42-4-104, 42-4-105, 42-4-107, 42-4-109, 42-4-410, 42-4-504, 42-4-507, and 42-4-508.

## **SECTION II - Purpose**

A County Road special event is considered to be: a bicycle race or ride; foot race or walk; a motored vehicle event; a temporary road closure for purposes other than normal highway uses; or any other event utilizing a Larimer County road or other County property that requires changing, restricting, or adapting the normal traffic use of such a road. The purpose of the Special Event Permit is to insure that any changes, restrictions, or adaptations, resulting from such an event are managed in a safe, prudent, and legal manner in order to protect the health, safety, welfare, and convenience of the traveling public and citizens of Larimer County. For the purposes of this resolution, a special event shall be any event which has 50 or more participants or vehicles. NOTE: The conditions included in this resolution only apply to events on county roads and rights of way. Applicants should be aware that separate permits may be required for use of municipal, state or federal roads.

## **SECTION III - General Conditions**

1. Any sponsor/organizer, hereinafter referred to as the Applicant, wishing to utilize any Larimer County road right-of-way or other County property for an event must submit, no later than sixty (60) calendar days prior to the proposed event date, a completed Special Event Permit Application. No event which utilizes any Larimer County road or other County property shall be conducted without first obtaining a Special Event Permit from the Board of County Commissioners pursuant to these requirements.
2. The non-refundable application fee for a Special Event Permit on County roads shall be:

Non-Profit - \$100.00.

For profit - \$250

This fee is non-refundable regardless of the final approval or denial of the permit application

3. No waiver of this fee shall be granted. An additional fee of \$500.00 shall be included if a full road closure is required for the event.

4. All applications must be accompanied by an insurance certificate specifically naming Larimer County as additional insured on the Applicant's insurance policy. This certificate is to be specific to the event, with \$1 million in general liability coverage. Failure to submit this certificate within a minimum of seven (7) days prior to the date of the event may prohibit final approval of the permit by the Board of County Commissioners or their designee. Applicants must also submit a copy of the participant waiver that each participant will be expected to sign before event.
5. It is the Applicant's responsibility to secure appropriate jurisdictional approval for any municipal street or State highway that may be part of a proposed event route.
6. Any requests for waiver of any time requirements herein must be submitted to the County Manager in writing and include justification as to why the specified requirement cannot be met. The County Manager may grant exceptions to the time requirements only in cases where such exemption will not compromise the full review and public notification of the event in question.

#### **SECTION IV - Requirements**

Review and approval of any Special Event Permit will be subject to the following requirements:

1. Approval of the event course by the Larimer County Engineering Department will be required.
2. Provide a map of the event route(s), staging areas, spectator areas and parking. Maps must be legible and clearly indicate road names and numbers and locations of any aid stations or other off road activities.
3. Approval of the local jurisdictional entities, specific to the type of event, will be required. Entities that may be asked to review and approve the application for a permit may include, but are not limited to Fire, EMS, CDOT, County Road and Bridge, State Patrol, Building Dept, hospitals, school districts, and County Manager.
4. If the event enters onto a park or open lands area owned or operated by Larimer County, applicants must also comply with the Larimer County Natural Resources Department Special Events Policy. Events that do not enter a park or open lands area but that are conducted on roads adjacent to such areas will be referred to the Natural Resources department for comment.
5. A traffic control plan that conforms to the Manual on Uniform Traffic Control Devices. (MUTCD) must be submitted by the Applicant and approved by the County Engineering Department. For any competitive/timed event or "race" the traffic control plan submitted must be prepared by a certified traffic control company or individual. All required traffic control will be done at the Applicant's expense.
6. Written confirmation that sufficient and appropriate security and traffic control staffing has been provided for. It is the Applicant's responsibility to have secured such qualified staffing coverage a minimum of twenty-one (21) days prior to the event.
7. Provide a written operational plan regarding the management of the event.
8. Provide a parking plan for event staff, participants, and spectators. The parking plan will be subject to review and approval as with the traffic control, required in Section IV-3 above.

9. Provide emergency medical and sanitary plans subject to review and approval by the Larimer County Health-Department. If food or beverages are to be served, the Applicant must also secure a temporary food service permit from the Larimer County Health Department and comply with all other applicable regulations of State and local health departments.
10. Provide a security plan, if needed, including plans to manage any spectators along the route and participants, to be approved by the Larimer County Sheriff's office.
11. Notification requirements.
  1. All events with full or partial road closure must provide public notification in a newspaper of local circulation stating the dates of the event and the nature of the closure no less than 7 days prior to the event nor more than 21 days prior to the event.
  2. The Applicant must notify all affected property owners adjacent to the road closure a minimum of ten (10) days prior to the event. The road closure notice must be submitted to and approved by the County Engineering Department fourteen (14) days prior to the event. Notification may include posting of signs prior to the event or direct mailing to affected parties as determined by the County Manager or County Engineering Department. Signs must include the date and times of the event and a contact number for the organizer. The number of signs must be adequate to insure visibility between each major intersection along the route and no less frequently than each 2 miles along the event route.
12. Designation by the Applicant of a contact person, associated with the event, who has decision-making authority. This person is to be continuously available to appropriate law enforcement personnel present at the event. The name and contact information for the contact person must be supplied to all appropriate emergency response agencies affected by the event (ie, law enforcement, EMS, Fire departments, hospitals.)
13. Provide a communications plan that includes any emergency communications with emergency medical or law enforcement agencies needed during the event. This plan will be subject to review and approval by the Larimer County Sheriff's Department.
14. The County may require guarantees in the form of a Irrevocable Letter of Credit or, bond, or cash retainer in an amount to be determined by the County Manager to cover the cost any required for clean-up following the Special Event may be required. Any letter of credit, bond or cash retainer must be irrevocable for a period of 30 days after the completion of the event. The letter of credit, bond or cash retainer will be released by the County as soon as possible after the event, after determination that the site has been adequately cleaned-up and restored from any impacts of the event. If the County has not made a determination on retention or return of the guarantee within 30 days following the event, said guarantee will be returned to the applicant.
15. Any directional or other markings on the road surface must be temporary. Markings must be removable or of a material that will degrade or dissipate within 7 days of the event. Use of permanent markings of any kind along the route of the event will result in the

forfeiture of any guarantees provided by the applicant, and possible additional charges assessed against the applicant to cover the costs of removing the road markings.

16. Any litter, garbage or other debris left from participants or spectators to an event must be cleaned up and removed within 24 hours of the event. Failure to do so may result in the denial of future permits for the specific event and/or sponsor
17. All signage must be removed within 24 hours of the event. Failure to do so may result in the denial of future permits for the specific event and/or sponsor
18. The County may grant a vested reservation of a particular date, or day for any event that reoccurs on an annual basis. In order to secure a vested date, the event must have a history of at least four consecutive annual occurrences. The vested date will be held for the applicant up to 120 days prior to the event. Should the event sponsor not apply for a permit prior to the 120 period, the vested dates will be made available to other events and the vesting right shall expire. The County reserves the right to remove the vesting right in a particular date or day at any time.

In the event that two or more events qualify for vesting of a specific date or day, the event which has the longer history on the route will receive preference.

Should a vested event not be held due to road construction or other occurrence that makes it impossible to use the specific route during any year, the event organizer will not forfeit their vested reservation date for the following year.

19. No more than two bicycling events or road closures will be permitted on any individual section of county road during any 30 day period
20. Sponsors and Promoters advertising or promoting an event prior to the issuance of a permit, do so at their own risk. Previously advertised events or events which have registered participants prior to the issuance of a permit will not receive any extra consideration.
21. No event may interfere with scheduled school bus routes, including the pick up/drop off of children at bus stops, or access to school bus stops, or scheduled public transit without the express written approval of the affected agency. All events which occur within an established and county adopted municipal growth management area will be referred to the municipality for information and comment only.

Any or all of the above requirements may apply to a given event. The Applicant will be notified in writing or via e-mail, within fourteen (14) days of submittal of the Special Event Application, of those requirements to be complied with. The County may require a meeting between all affected and interested departments and agencies within three (3) weeks after initial submittal of the application. Any supplemental requirements shall be considered a part of these requirements. When all the specified requirements have been met and approved by the proper authorities or agencies, the Special Event Permit will be issued by the County Manager or his/her designee.

## **SECTION V - Road Closure Requirements**

Full or partial road closures may be required during events where conflicts between the event participants and traffic may significantly reduce safety. Road closures will be subject to access by local traffic and emergency vehicles. The following requirements are in addition to Section IV.

1. Any road closure request must be specified on the Special Event Permit Application.
2. The Applicant must submit a detailed traffic control plan, including any alternative routes or detours, based on the current Colorado Department of Transportation's 'S' Standards and the Manual on Uniform Traffic Control Devices (MUTCD). Installation and maintenance of the traffic control devices -required on the traffic control plan shall be at the Applicant's expense.
3. The application must include the exact location, date and time the road will be closed to traffic.
4. Erect and maintain, at Applicant's expense, necessary barricades, flashers, and signs, as approved by the County Engineering Department, and take all necessary precautions for public safety and convenience. These traffic control devices must be removed immediately following the close of the event.
5. Requirements for additional staffing by properly authorized law enforcement personnel to manage the road restriction zone and its closure points as required in Section IV-4.
- 6.

## **SECTION VI – Road Limitations**

1. Non-neighborhood special events shall not be routed on subdivision roads.
2. Full closures are generally not allowed on any mainline County roadway, particularly in mountainous areas where detour routes are not readily available.
3. Partial closures of mainline County roads are discouraged and should be limited in length and duration.
4. Time of Day
  - a. Weekdays – No road special event will be allowed between the hours 7:00 am and 8:30 am and/or 4:30 pm and 6:00 pm except on national holidays without specific approval from the County Manager.

## **SECTION VII - Enforcement**

If all the requirements of the approved Special Event Permit are not in compliance, and it appears that compliance is unlikely, the Special Event Permit will be revoked. During the event, if the Applicant fails to comply with any required conditions, the Special Event Permit may be revoked by the appropriate law enforcement personnel and the event stopped. All decisions made by the County regarding the Special Event Permit will be considered final.

#### **SECTION VIII – APPEALS**

Any decisions or requirement rendered under this resolution may be appealed in writing to the Board of County Commissioners, no less than 21 days prior to the event. The Board of County Commissioners may waive or modify any requirement of this resolution after considering the written appeal of the event organizer.

#### **SECTION IX – DEFINITIONS**

Full road closure – defined as restricting normal vehicular use of all available traffic lanes.

Partial road closure – defined as restricting normal vehicular use of at least one travel lane.

#### **SECTION IX WAIVERS**

Any provision of these regulations may be waived by action of the Board of County Commissioners

This Resolution Establishing Special Event Permit Requirements for Larimer County Roads shall supersede the Resolution Establishing Special Event Permit Requirements for Larimer County Roads adopted on or about December 28<sup>th</sup>, 2004. All changes from the previous resolution adopted on December 28<sup>th</sup>, 2004 shall be applicable to all applications for special events permits submitted after the date of adoption of this resolution;

ADOPTED THIS 3<sup>rd</sup> DAY OF April, 2012.

BOARD OF COMMISSIONERS OF

LARIMER COUNTY, COLORADO

By Lew Gaiter III

Chair,

ATTEST:

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Deputy County Clerk