

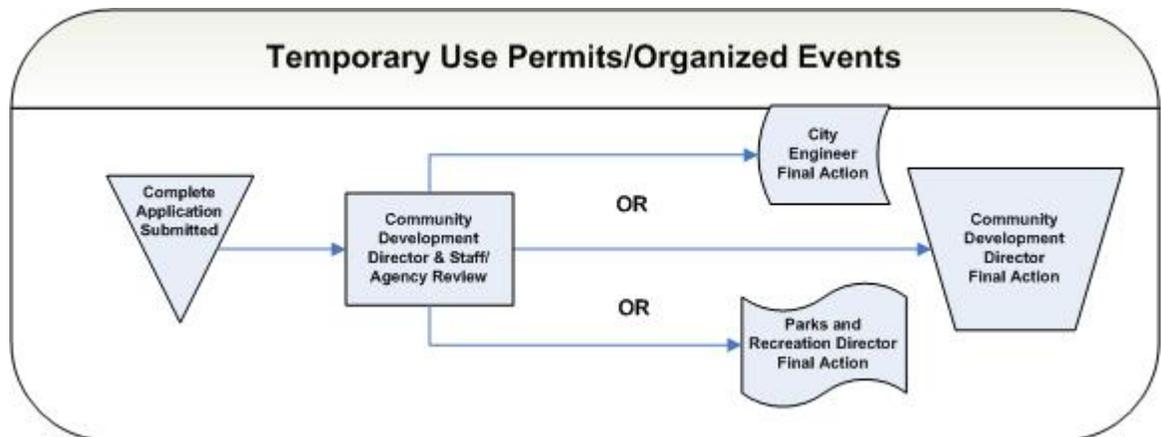


I. General Information

Temporary uses and organized events are uses for a limited period of time that shall be allowed by a permit issued by the Community Development Department, upon the filing of an application requesting a temporary use or organized event, accompanied with an application fee, and determined by the City to be proper for issuance after consideration of the following:

- A. The use complies with the general purposes, goals, objectives, policies, and standards of the comprehensive plan, the land development code, or any other plan, program, or ordinance adopted by the city;
- B. The use will not result in a substantial or undue adverse effect on adjacent property, the character of the neighborhood, traffic conditions, parking, or public improvements;
- C. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, existence of improvements and natural features;
- D. The use will be adequately served by and will not impose an undue burden on any of the improvements, facilities, and services of the city or its residents. Where any such improvements, facilities, utilities or services are not available or are not adequate to service the proposed use in the proposed location, the applicant shall, as a part of the application and as a condition of approval of the temporary use permit, be responsible for establishing an ability, a willingness, and a binding commitment to provide such improvements, facilities, utilities, and services in sufficient time to serve the proposed use;
- E. The director finds that, based upon their history, the applicant, owner, and users are likely to comply with the conditions of the permit and the city's municipal and land development codes;
- F. No permanent alterations to the site are proposed or are reasonably expected to result from the use/event; and
- G. There is no evidence to suggest that the use violates any federal, state or local law, regulation, or requirement.

Process Flow Chart:



The period of time for which a temporary use or organized event permit is issued depends on the type of use requested. Please see the attached table below for more information. The dates a temporary use may be operated are specified on the permit. It shall be unlawful for any person to operate a temporary use, or to allow a temporary use to be operated on a property, outside the dates and times provided on the temporary use permit.

Upon receipt of an application for a temporary use or special event use permit, the city shall process and determine such application.

II. Deposit Required

A deposit in the form of a cashier's check may be required by the city to offset any costs incurred by the city in conjunction with a temporary use or temporary structure including, without limitation, sign removal, code enforcement, and clean-up. If required, the deposit, which may not exceed \$2,000, shall be paid prior to any permit being issued. The city shall return any unused portion. Please check with City staff to determine if a deposit will be required.

III. Temporary Uses and Special Event Uses by Zone District

The Summary of Allowed Temporary Uses and Structures Table (table below) sets forth the temporary uses and structures allowed in the various zoning districts of the city, an indication of whether those uses and structures require a permit, and provides a reference to some of the regulations that apply.

IV. Organized Events

A. Definition. The term "organized event" means any organized activity, specifically including, but not limited to, a circus, carnival, fair, flea market, special celebration, or other temporary activity not identified above which reasonably may be expected to attract more than 50 persons at any one time, or which otherwise may reasonably be expected to increase the risk of:

- (1.) Damage to public or private property, beyond normal wear and tear;
- (2.) Injury to persons;
- (3.) Public or private disturbances or nuisances;
- (4.) Unsafe impediments or distractions to, or congestion of, vehicular or pedestrian travel;
- (5.) Significant additional police, fire, trash removal, maintenance, or other public services demands; or
- (6.) Other significant adverse effects upon the public health, safety, or welfare.

B. Exclusions. The term organized event shall not include any activity sponsored in whole or in part by the city or another political subdivision of the State of Colorado or any organized activities conducted at public sites or public facilities typically intended and used for such activities. Examples of such exempt activities include, but are not necessarily limited to: sporting events such as golf, soccer, softball, and baseball

tournaments conducted on courses or fields intended and used for such activities; park shelter rental, wedding services conducted at reception halls or similar facilities; funeral services conducted at funeral homes or cemeteries; or religious services, wedding services, and funeral services conducted at places of worship. Furthermore, the term organized event shall not include activities occurring within or upon the grounds of a private residence, or upon the common areas of multi-family residential development.

NOTE: For a complete description of additional temporary use and organized event regulations, please refer to Article V, Division 3, of the Land Development Code.

Please be aware that other outside agencies and City departments may require separate permits and licenses for special event uses and temporary uses. It is the applicant's responsibility to contact all of the appropriate agencies and departments, in order to meet their requirements.

- South Adams Fire District** – (303) 288-0835
- Brighton Fire District** - (303) 659-4101
- Tri-County Health Department** – (303) 288-6816
If you plan to have food available at your event, you must contact the Tri-County Health Department.
- The Commerce City Parks and Recreation Department** – (303) 289-3760
If you plan to have your event at a City Park, you must contact the Commerce City Parks and Recreation Department. Please be aware that all events in a City park must end no later than 10 p.m. and require a Park Use Reservation.
- Commerce City Business Licenses** – (303) 227-8854
If your business is not licensed in the City, you must contact the Commerce City Neighborhood Services Division. All businesses operating in Commerce City must be licensed.
- Commerce City Clerk** – (303) 289-3688
If you plan to serve alcohol at your event, you must contact the City Clerk. Please be aware that a separate permit is required, and Special Event Alcohol Permits take 45 days to process.



FOR OFFICE USE ONLY		<input type="checkbox"/> <i>Approved</i>
		<input type="checkbox"/> <i>Denied</i>
Permit #: _____	Fee Paid: \$ 25.00	<input type="checkbox"/>
Date Received: _____	Zoning: _____	
Date Issued: _____	Date Expires: _____	
Associated Permits: _____		

**PLEASE ALLOW A MINIMUM OF 2 WEEKS FOR PERMIT PROCESSING
APPLICATIONS SUBMITTED LESS THAN 2 WEEKS IN ADVANCE WILL NOT BE ACCEPTED**

Temporary Use Permit

APPLICANT: *(If different from property owner, please attach owner authorization letter. See attached).*

Name: _____	Person to Contact: _____	
Organization/Business: _____		
Address: _____	E-Mail: _____	
<i>Street Number City State Zip Code</i>		
Telephone: _____	Fax #: _____	Cell or Work #: _____

PROPERTY OWNER:

Name: _____	Person to Contact: _____	
Address: _____	E-Mail: _____	
<i>Street Number City State Zip Code</i>		
Telephone: _____	Fax #: _____	Cell or Work #: _____

TYPE OF USE:

- Sales Trailer
- Construction Trailer
- Construction Fence
- Outdoor Sales display
- Other (Describe): _____

LOCATION: _____

NEAREST CROSS-STREET(S): _____

REQUESTED USE DATE(S): From: _____ To: _____

REQUESTED USE HOURS(S): From: _____ *A.M. / P.M.* To: _____ *A.M. / P.M.*
(Circle One) *(Circle One)*

DAYS OF THE WEEK REQUESTED: _____

	<u>Yes</u>	<u>No</u>
1) Will a tent or other structure be erected on site?	<input type="checkbox"/>	<input type="checkbox"/>
2) Will electricity be needed on site?	<input type="checkbox"/>	<input type="checkbox"/>
3) Will a generator be used to provide electricity on the site?	<input type="checkbox"/>	<input type="checkbox"/>
4) Will a fence be constructed?	<input type="checkbox"/>	<input type="checkbox"/>
5) Will restrooms be available on site?	<input type="checkbox"/>	<input type="checkbox"/>
6) Will portable toilet and hand-washing facilities be on site?	<input type="checkbox"/>	<input type="checkbox"/>
7) Will there be lighting used for illumination at night?	<input type="checkbox"/>	<input type="checkbox"/>
8) Will there be any signs, or banners? <i>(Temporary Sign Permit required.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
9) Is the site located on a developed parking lot?	<input type="checkbox"/>	<input type="checkbox"/>
10) Is the site paved?	<input type="checkbox"/>	<input type="checkbox"/>
11) Does the site have curb, gutter, and sidewalk?	<input type="checkbox"/>	<input type="checkbox"/>
12) Does the site have an access driveway?	<input type="checkbox"/>	<input type="checkbox"/>

PROVIDE A SITE PLAN (ATTACH A SEPARATE SHEET IF NECESSARY)

On the site plan, please include and label the following information:

- | | |
|---|--|
| <input type="checkbox"/> Adjacent streets and buildings | <input type="checkbox"/> Type of parking surface |
| <input type="checkbox"/> North arrow | <input type="checkbox"/> Number of parking stalls for use |
| <input type="checkbox"/> Location of existing structures and any proposed temporary structures and their uses | <input type="checkbox"/> Generators or source of electricity |
| <input type="checkbox"/> Any proposed fencing (including height & type) | <input type="checkbox"/> Vehicles or trailers |
| <input type="checkbox"/> Restroom facilities or portable toilets | <input type="checkbox"/> Location and size of signs or banners |
| <input type="checkbox"/> Parking areas and driveway entrances | <input type="checkbox"/> Trash containers or dumpsters |

PROVIDE A DETAILED DESCRIPTION OF THE USE, INCLUDING SECURITY, IF OUTDOOR SALES DISPLAY:

DESCRIBE CLEAN-UP AND WASTE REMOVAL:

I have read and understand the Commerce City Temporary Use Regulations and agree to abide by them.

Applicant's Signature

Date



FOR OFFICE USE ONLY		<input type="checkbox"/> <i>Approved</i>
		<input type="checkbox"/> <i>Denied</i>
Permit #: _____	Fee Paid: \$ 25.00	<input type="checkbox"/>
Date Received: _____	Zoning: _____	
Date Issued: _____	Date Expires: _____	
Associated Permits: _____		

**PLEASE ALLOW A MINIMUM OF 2 WEEKS FOR PERMIT PROCESSING
APPLICATIONS TURNED IN LESS THAN 2 WEEKS IN ADVANCE WILL NOT BE ACCEPTED**

Organized Event Permit

APPLICANT: (If different from property owner, please attach owner authorization letter. See attached).

Name: _____	Person to Contact: _____
Organization/Business: _____	Non-Profit: Yes <input type="checkbox"/> No <input type="checkbox"/>
Address: _____	E-Mail: _____
<small>Street Number City State Zip Code</small>	
Telephone: _____	Fax #: _____ Cell or Work #: _____

On-site Contact Person During Event: _____
Cell/Pager #: _____

PROPERTY OWNER:

Name: _____	Person to Contact: _____
Organization/Business: _____	Non-Profit: Yes <input type="checkbox"/> No <input type="checkbox"/>
Address: _____	E-Mail: _____
<small>Street Number City State Zip Code</small>	
Telephone: _____	Fax #: _____ Cell or Work #: _____

- TYPE OF USE:
- | | |
|--|--|
| <input type="checkbox"/> Public Concert | <input type="checkbox"/> Circus |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Grand Opening |
| <input type="checkbox"/> Motion Picture | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Fair | <input type="checkbox"/> Outdoor Sale |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Community Event |
| <input type="checkbox"/> Other (Describe): _____ | |

EVENT TITLE: _____

ESTIMATED PEAK ATTENDANCE: _____

LOCATION: _____

NEAREST CROSS-STREET(S): _____

REQUESTED EVENT DATE(S): FROM: _____ TO: _____

REQUESTED EVENT HOURS(S): FROM: _____ A.M. / P.M. TO: _____ A.M. / P.M.
(Circle One) (Circle One)

REQUESTED SETUP DATE: _____ START TIME: _____ A.M. / P.M.
(Circle One)

DESCRIBE SCOPE OF SETUP AND ASSEMBLY:

REQUESTED DISMANTLE DATE: _____ COMPLETION TIME: _____ A.M. / P.M.
(Circle One)

List any proposed street closures, including street names, time, and day of closing. Also include the day and time streets will be reopened. Attach a map that identifies sections requested for closure. If street closures are proposed, approval of the street closures must be obtained and attached to the Special Event Use Permit.

BUILDING REQUIREMENTS

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| 1) Will a tent or other structure be erected on site? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Will electricity be needed on site? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Will a generator be used to provide electricity on the site? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Will a fence be constructed? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

BUSINESS LICENSE REQUIREMENTS

- | | | |
|---|--------------------------|--------------------------|
| 5) Will food or drink be sold on site? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Will goods or services be sold on site? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) Will admission, entry, vendor, or participant fees be charged? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) Do you currently hold a Business License with Commerce City? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

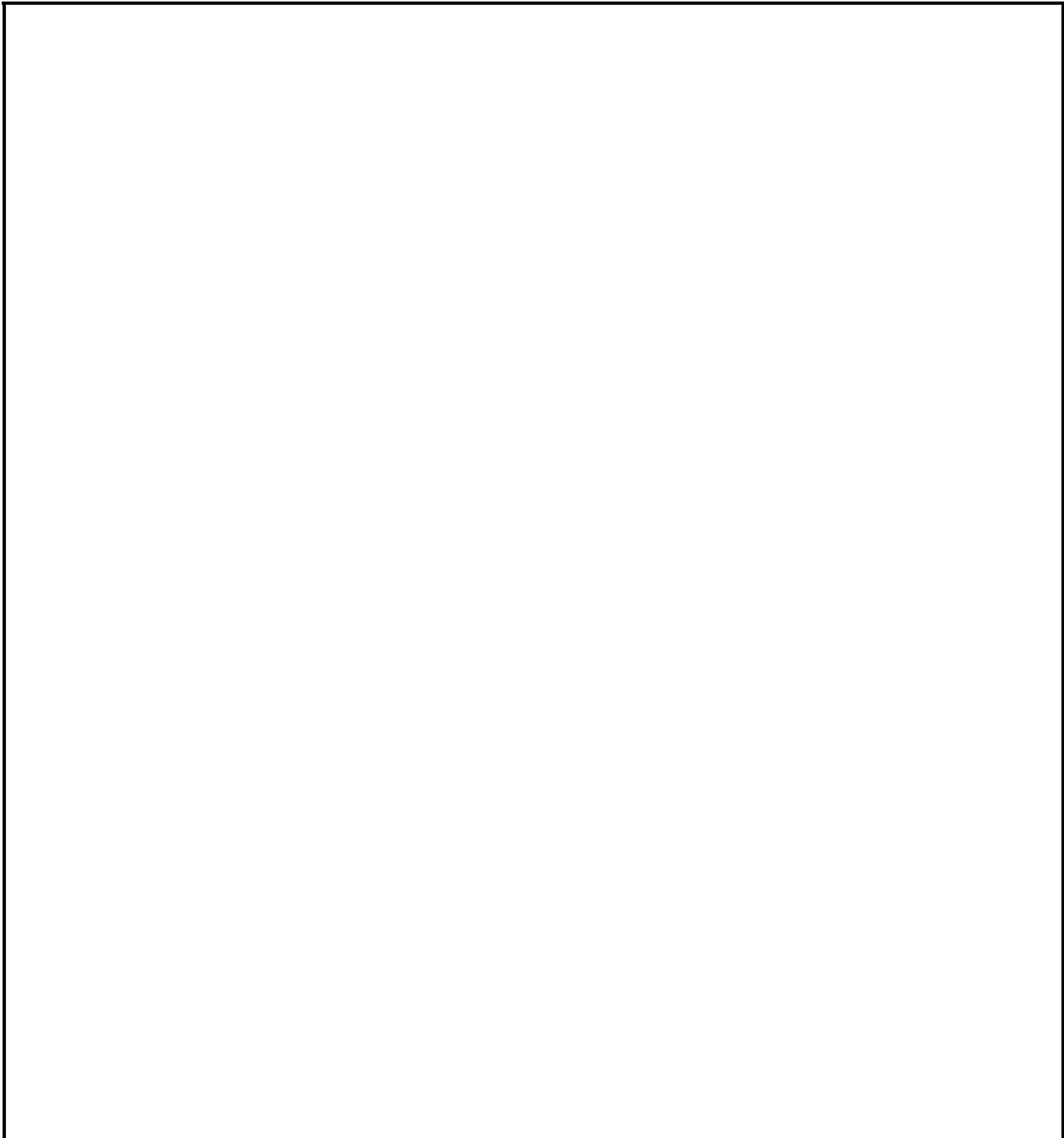
LIQUOR LICENSE REQUIREMENTS

- | | | |
|---|--------------------------|--------------------------|
| 6) Will alcoholic beverages be available on site? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) Will a band or amplified sound be on site? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) Will restrooms be available on site? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) Will portable toilet and hand-washing facilities be on site? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) Will there be lighting used for illumination at night? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 13) Will there be any signs, or banners? <i>(Temporary Sign Permit required.)</i> _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 14) Is the site located on a developed parking lot? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 15) Is the site paved? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 16) Does the event involve a moving route of any kind? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 17) Does the site have curb, gutter, and sidewalk? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 18) Does the site have an access driveway? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 19) Do you have a business license with Commerce City? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, please indicate the license number: # _____ | | |

PROVIDE A SITE PLAN (ATTACH A SEPARATE SHEET IF NECESSARY)

On the site plan, please include and label the following information:

- Adjacent streets and buildings
- North arrow
- Location of existing structures and any proposed temporary structures and their uses
- Any proposed fencing (including height & type)
- Restroom facilities or portable toilets
- Generators or source of electricity
- Stages or grandstands, or related structures
- Type of parking surface
- Number of parking stalls provided
- Parking areas and driveway entrances
- Sound system and Lighting
- Location and size of signs or banners
- Trash containers or dumpsters
- Booths or exhibit areas
- Vehicles or trailers



PROVIDE A DETAILED DESCRIPTION OF THE EVENT:

PROVIDE A DETAILED DESCRIPTION OF PARKING FOR THE EVENT:

DESCRIBE SECURITY FOR EVENT, INCLUDING THE NAME, ADDRESS, AND TELEPHONE NUMBER OF ANY PROFESSIONAL SECURITY ORGANIZATION THAT WILL BE USED:

DESCRIBE ARRANGEMENTS FOR PROVIDING FIRST AID:

DESCRIBE EVENT CLEAN-UP AND WASTE REMOVAL:

DESCRIBE ACCESS ARRANGEMENTS FOR INDIVIDUALS WITH DISABILITIES:

* * *

I have read and understand the Commerce City Organized Event Permit Regulations and agree to abide by them.

Applicant's Signature

Date