



Community Development Department
P.O. Box 128
60 North Main Street
Coalville, Utah 84017
Phone: 435-615-3124
Fax: 435-615-3046
www.summitcounty.org

CHECKLIST AND REVIEW PROCEDURE FOR SPECIAL EVENT PERMIT

- **SUBMISSION REQUIREMENTS**

- ***Application form:*** Completed and signed by the property owner(s).
- ***Approval of the property owner(s) if different from the applicant:*** The property owner(s) must sign the application form, or submit a letter indicating their ownership and authorization for the submittal of the application.
- ***Fee:***
 - ***Single Location:*** \$250.00
 - ***Mobile / Multi-Location:*** \$400.00
- ***Detailed Site Plan that includes:***
 - *Identification of existing streets and other public rights of way;*
 - *Existing structures;*
 - *Existing restrooms;*
 - *Portable toilet locations;*
 - *Temporary structures;*
 - *Water stations;*
 - *Walkways;*
 - *Solid waste container headquarters;*
 - *First aid stations.*
- ***Detailed Parking Plan that includes:***
 - *Parking area;*
 - *Pedestrian circulation;*
 - *Shuttle stops;*
 - *Parking personnel locations;*
 - *Parking area property owner permission.*
- ***Detailed Sign Plan that includes:***
 - *Proposed sign locations and setbacks from property lines;*
 - *Elevations of proposed signs identifying the size, height, colors, materials, and lighting.*
- ***ADDITIONAL INFORMATION MAY BE REQUIRED.***

- **REVIEW PROCEDURE**

1. The planner will review the application and determine if it complies with Ordinance No. 193-A.
2. The request will be sent to applicable service providers for their review and comment. When their comments are received, the planner will contact the applicant to discuss their recommendations and/or requirements.
3. In proposals where the planner determines that potential issues may arise or additional comment is needed, the application may be scheduled with the County Manager who will approve, approve with conditions, or deny the permit.
4. In proposals where the planner determines no additional review is needed, the planner will approve, approve with conditions, or deny the permit.



Community Development Department
P.O. Box 128
60 North Main Street
Coalville, Utah 84017
Phone: 435-615-3124
Fax: 435-615-3046
www.summitcounty.org

SPECIAL EVENT PERMIT APPLICATION FORM

Owner(s) of Record: Attach written permission or rental agreement from property owner(s).

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Fax: _____

Authorized Representative to Whom All Correspondence is to be Sent:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Fax: _____

OWNER(S) ACKNOWLEDGEMENT

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid.

PLEASE NOTE REGARDING FEES; the payment of fees and /or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

Owner(s) Signature: _____ Date: _____

GENERAL EVENT INFORMATION

Organization or Business Name: _____

Event Manager: _____ Phone: _____

Assistant Event Manager: _____ Phone: _____

Event Name: _____

Event Date(s) and Time(s): _____

Description of Event: _____

Estimated number of active participants: _____

Estimated number of spectators: _____

Estimated length of stay of attendees: _____

How will the maximum number of people in attendance be limited? _____

Is there an admission charge for the event? _____

If yes, what is the charge per person? _____

Are there ticket sales in advance of the event? Yes / No

Are there ticket sales the date of the event? Yes / No

How will the boundaries of the event be restricted to the general public if it's a ticketed event (i.e. fencing)? _____

Has the Park City Chamber of Commerce been contacted? Yes / No

Is the event listed on the Park City Chamber of Commerce event calendar: Yes / No

Are there existing events that will overlap with this proposed event? If so, please describe: _____

NOTE: The Park City Chamber of Commerce and Visitors Bureau can be reached at 800-453-1360, or www.parkcityinfo.com

EVENT PARKING

In addition to answering the questions below, the applicant shall attach a parking plan for the event, including either text and/or maps of parking areas, shuttle stops, and pedestrian circulation, parking personnel, and private property owner(s) permission (if applicable).

Describe the available parking facilities: _____

Will there be transportation services to/from the event? _____

If yes, who is the provider? _____

If the event is during the evening, please describe the parking lighting plan: _____

Who will provide parking personnel and how many will be provided? _____

Are street and/or lane closures being requested? If so, please describe: _____

NOTE: Street and/or lane closures shall be requested to and approved by the Summit County Engineering Department, 60 North Main Street, Coalville, Utah 84017. Phone (435) 615-3250.

SANITARY SERVICES

In addition to answering the questions below, the applicant shall attach a site plan showing existing and portable restroom locations, water station locations, solid waste container locations, and first aid locations. Also attached shall be locations identified for directional signs, including first aid, restrooms, and drinking water stations.

Are there existing restrooms at the event location? Yes / No

If yes, please describe: _____

Will portable toilets be rented? Yes / No

If yes, how many and who is the provider? _____

Installation date and time? _____

Removal date and time? _____

List the number of trash containers and/or dumpsters being provided: _____

How will trash be picked up after the event? _____

What is the source of water supply? Please include outlets: _____

Will animals be present at the event? Yes / No

If yes, please describe the plan to address nuisances or health hazards associated with the animals:

EMERGENCY SERVICES

Are there adequate private or public telephone services available in case of emergency? Yes / No

Where is the nearest public telephone? _____

What is the security plan for the event? _____

How many private security personnel will be employed? _____

Has the Summit County Sheriff's Office been contacted to provide police protection and/or traffic control? Yes / No

NOTE: Requests for off-duty deputies shall be made to the Summit County Sheriff's Office and are at the expense of the applicant. They can be reached at (435) 615-3501.

Have ambulance services or EMT been contacted regarding the event? Yes / No

If yes, will they be on stand-by at the event? Yes / No

If yes, how many? _____

Describe the availability of adequate first aid facilities and/or supplies at the event: _____

NOTE: Depending on the nature and size of the event, the applicant may be required to contract ambulance or first aid services.

What is the address of the nearest fire station? _____

Has this fire station been notified of the event? Yes / No

What emergency protective devices are available on site (i.e. fire extinguishers)? _____

SALES, FOOD VENDING, ALCOHOL

Does the applicant or venue have a current Summit County Business License? Yes / No

If yes, what is the name of the business? _____

Will merchandise be sold at the event? Yes / No

If yes, please describe items for sale and their locations (if necessary, attach a site plan identifying locations of for sale items): _____

Sales Tax Number: _____ Tax Exempt Number: _____

NOTE: If organization selling concessions or merchandise is a for-profit business, a Summit County Business License must be obtained.

Will outside vendors be selling concessions at the event? Yes / No

If yes, please list the name(s) and addresses of all concessionaires, including license or permit number: _____

NOTE: Outside concessionaires are required to obtain a Summit County Temporary Food Service Permit from the Summit County Health Department. They can be reached at (435) 615-1510 and a copy of their Temporary Food Service Permit form can be downloaded at www.summitcounty.org.

Will alcohol be sold or allowed at the event? Yes / No

Do you require a consent letter from Summit County for a single event liquor license? Yes / No

NOTE: Permits to sell beer and/or alcohol must be obtained from the appropriate local government entity, separately from and in addition to this event permit. Please call the Summit County Clerk's Office at (435) 615-3024 for more information.

TEMPORARY STRUCTURES, OTHER

Will there be temporary structures, such as grandstands, stages, tents, lighting, etc? Yes / No

If yes, please attach a site plan identifying the types of structures and their locations.

NOTE: Tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet cannot be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the Park City Fire Service District. They can be reached at (435) 649-6706 and a copy of their Temporary Structure Permit form can be downloaded at www.summitcounty.org.

If required, have you applied for a Summit County Building Permit? Yes / No

If yes, who is responsible for obtaining the permit (applicant or Rental Company)? _____

If the event is overnight, please describe the camping facilities available: _____

Is assistance required from the Summit County Public Works Department for items such as street maintenance, heavy equipment, sweeping, set-up/take-down, etc? Yes / No

If yes, please describe the services needed: _____

NOTE: Equipment will not be loaned; your event will be charged for labor, materials, and the use of equipment.

If the event occurs during the evening, please describe the lighting available to ensure safe participation in the event: _____

TEMPORARY SIGNS

Will temporary outdoor signs be used for the event? Yes / No

If yes, please attach a sign plan, including sign type(s), location(s), size(s), and text; include traffic control sign(s). Two (2) on premise signs fifty (50) square foot signs/banners may be permitted per event. Directional signs may be erected as long as they are posted only for the duration of the event and do not exceed six (6) square feet. No signs are allowed within the State right-of-way without approval from UDOT.

INSURANCE

Are there insurance policies covering this event? Yes / No

NOTE: Insurance policies are required for most events. Summit County reserves the right to require insurance based on the nature and location of the event, the number of people attending the event, and other relevant factors. Standard amounts are as follows:

- * Events with 5,000 persons or less: minimum policy limit of \$1,000,000***
- * Events with 5,001 - 10,000 persons: minimum policy limit of \$2,000,000***
- * Events with 10,001 persons or more: minimum policy limit of \$5,000,000***

Also required is Worker's Compensation with a minimum policy amount of \$1,000,000

Summit County shall be listed as an additional insured on all policies. Certificate Holder:

***Summit County
P.O. Box 128
Coalville, Utah 84017***

FOR OFFICE USE ONLY

<u>DEPARTMENT</u>	<u>APPROVED</u>	<u>DATE</u>	<u>SIGNATURE</u>
Planning Department	Yes / No	_____	_____
Health Department	Yes / No	_____	_____
Fire District	Yes / No	_____	_____

Additional Comments / Conditions: _____
