



LIQUOR LICENSING AUTHORITY
DOCUMENT CHECKLIST
SPECIAL EVENTS PERMIT
italics=local authority requirement

Name of Applicant _____

Date Received _____
(no later than 30 days prior to event)

Name of Event _____

Date(s) of Event _____

Date of Public Hearing _____
(Held only if there exists sufficient grounds to deny the permit.
If needed, set hearing for at least 18 days prior to event)

Posted Premises _____
(posted no later than 10 days prior to hearing)

1. _____ (Form DR 8439) Application for a Special Events Permit

2. _____ Copy of deed or lease of property
OR
Letter of Permission from property owner

3. _____ IF FOOD IS BEING SERVED: Signed inspection report from Health Dept.
(to be delivered to Health Dept. by applicant)

4. _____ Diagram of Premises (outlined in red & no larger than 8 1/2 x 11) where liquor will be
served [reflecting bars, walls, partitions, ingress, egress and dimensions.]
NOTE: If the event is to be held outside, submit evidence of intended control, i.e.
fencing, ropes, barriers, etc.

5. _____ Operational Plan

6. _____ IF A NON-PROFIT: Certificate of Good Standing issued by Secretary of State within
last two years
OR
IF NOT INCORPORATED: a NONPROFIT charter
OR
IF POLITICAL CANDIDATE: copies of documents filed with Secretary of State.

7. _____ Special Event Notice posted on: _____ (A.S.A.P.)
Published on: _____ (At least 10 day prior to proposed public hearing date)

8. _____ Fees: _____ TOSV \$25.00/day
\$10.00/day (3.2 beer)
_____ STATE \$25.00/day
\$10.00/day (3.2 beer)

NOTE: Application must be:
Received by Local Authority not less than 30 days prior to event.
Received by State Authority not less than 10 days prior to event.



**SNOWMASS VILLAGE LIQUOR LICENSING AUTHORITY
INSPECTION REPORT**

An application for a **Special Events Permit** (where food will be served) has been submitted for:

Name of Organization

Physical Address of Organization

This application will be heard at a Regular Meeting of the Snowmass Village Liquor Licensing Authority at 4:00 p.m. on _____, 20____, in the Town Council Chambers.

If you know of any reason why this license should not be issued, please contact this office immediately; otherwise, please sign off and return this form.

Environmental Health Department

Date

Jennifer Worth, Deputy Town Clerk

Date

Town of Snowmass Village
Box 5010
Snowmass Village, CO 81615

TEL: 923-3777
FAX: 923-6083

p:/shared/clerk/boards/liquor.tc/forms/inspection form hlthspevent

Application Fee \$100.00

TOWN OF SNOWMASS VILLAGE
ADMINISTRATIVE TEMPORARY USE PERMIT
APPLICATION

For a temporary use permit the Town of Snowmass Village (TOSV) considers activities of a temporary or short-term nature that provide or facilitate an overall benefit to the community or further an official policy or objective of the Town, such as temporary activities of a civic, educational or cultural nature or entertainment oriented activities. Temporary use permit categories are:

Administrative Temporary Use Permit. An administrative temporary use permit may be issued to any short-term use not allowed as a use by right, or as an accessory use or special review use in the particular zone district where the use is proposed, provided the individual activity or event shall last for a period of time not to exceed ten (10) days.

GENERAL DATA REQUIREMENTS

Name of Applicant:	Date:
Address:	
Phone:	Fax:
Name of Representative (if different than applicant):	
Address:	
Phone:	Fax:
Event:	
Date and Hours of Operation:	
Property Owner:	

If the applicant is to be represented by an agent, a letter signed by the applicant granting power of attorney to the agent shall be submitted, authorizing the agent to represent the applicant and stating the representative's name, address and phone number.

PROVIDE A WRITTEN DESCRIPTION OF THE PROPOSED TEMPORARY USE

PROVIDE THE FOLLOWING ADDITIONAL INFORMATION

1. **Legal Description.** The legal description and street address, if such exists, of the parcel(s) on which the temporary use is proposed to occur.

2. **Disclosure of Ownership.** A certificate from a title insurance company or attorney licensed in the State which shall set forth the names of all owners of property included in the application. If the applicant is not the landowner, then the applicant shall present evidence to show approval of the landowner for the particular use.
3. **Insurance.** The applicant shall provide proof that a general liability insurance policy in the amount of one million dollars (\$1,000,000) will be in effect for the proposed temporary use and that the Town will be named as an additional insured party in the policy. The applicant shall also submit an executed indemnity and hold harmless agreement indemnifying the Town in writing against all claims, expenses or damages for injury to any person or property, directly or indirectly, as a result of the particular activity and to hold the Town harmless for any injury, expense, claim or damage to the applicant.
4. **Vicinity Map.** An eight and one-half inch by eleven inch (8 ½" x 11") vicinity map locating the subject parcel(s) within the Town of Snowmass Village.
5. **Site Drawing.** A drawing illustrating the characteristics of the site and surrounding area that are pertinent to the application, including its location, significant natural and man-made features, with particular attention to natural hazards, resources or other special areas of concern, the size and accessibility of the site and surrounding development and land use.
6. **Other Maps.** All other maps required for the application shall be prepared at a scale of one inch equals one hundred feet (1" = 100') or larger, on sheets no larger than thirty inches by forty-two inches (30" x 42). If it is necessary to place information on more than one (1) sheet, an index shall be included on the first sheet. Report-size versions of all maps, reduced to a sheet size of no greater than eleven inches by seventeen inches (11" x 17"), shall also be submitted.
7. **Notice of Traffic Disruption.** Should the event involve major disruptions in normal traffic flow, the applicant shall provide evidence as to how bring the event will be brought to the attention of the general public, specifically outlining the areas where any rerouting will occur.
8. **Liquor License.** Evidence that a liquor license or any other necessary Town application has been submitted to the Town Clerk, whenever applicable.
9. **Base Fee.** The application shall be accompanied by the applicable base fee from the Building and Planning Department's fee schedule. The applicant shall reimburse the Town for such amounts in excess of the base fee as determined by the Planning Director. The reimbursement to the Town by the applicant shall be due and payable within fifteen (15) days of the date of billing.

NO APPLICATION WILL BE PROCESSED UNTIL ALL REQUIRED INFORMATION IS PROVIDED

REVIEW STANDARDS

An application for a temporary use permit shall comply with the following standards. Please address these standards in the space provided below:

1. **Use Shall Be Appropriate.** The proposed temporary use shall be appropriate in the particular location, taking into consideration the nature of the use, its relationship to surrounding land uses and its impact with respect to environmental, social and economic matters.

2. **Use Shall Comply With Policies and Regulations.** The proposed temporary use shall comply with the Town's adopted policies and regulations, and shall not violate any applicable state, county or federal laws.

3. **Applicant's Skills and Experience.** The applicant shall demonstrate that he possesses the requisite skill and experience to ensure that the particular activity will be conducted in a safe and orderly manner.

4. **Written Approval.** The applicant shall obtain written approval from all reviewing agencies having jurisdiction over the proposed temporary use.

REVIEW PROCEDURE

1. **Pre-Application Conference.** Attendance at a pre-application conference is optional prior to submission of an application for an administrative temporary use permit. The topics of discussion at the pre-application
- A. **Use and Timing.** The nature of the use in question and the time frame for which the temporary use permit is proposed to be in effect.
 - B. **Site Characteristics.** Physical characteristics of the site and surrounding area that will influence the determination of the suitability of the site for the proposed temporary use.
 - C. **Applicable Provisions.** The provisions of this Section that apply to the proposal, including the applicable review procedures, submission requirements and review standards.
 - D. **Emergency Plans.** Provisions and plans for dealing with potential emergency
 - E. **Water and Sanitation.** Necessity for and availability of drinking water and sanitary facilities.
 - F. **Food and Beverage Service.** If food and beverage service is to be provided, a plan to provide such services and evidence of other necessary approvals or licenses.
 - G. **Parking and Transportation.** A parking and transportation plan and the necessity for police assistance.
 - H. **Admissions Schedule.** A rate, fee or admissions schedule for all or a portion of the activity, if applicable.
 - I. **Unique Concerns.** Any other concerns unique to the particular activity.

2. **Submission of Application.** The applicant shall submit an application to the Planning Department.
3. **Staff Review of Application.**
4. **Planning Director Decision.** The Planning Director shall issue a written decision notice approving, approving with conditions or denying the application based on the review standards. Prior to issuance of any administrative temporary use permit, the Planning Director shall forward a complete copy of the application to the Town Council, to notify the Council members of the pending action.

CONDITIONS OF APPROVAL

1. **Disruptions in Traffic.** Should the event involve major disruptions in normal traffic flow, the applicant shall bring notice of the event to the attention of the general public. Said notice shall specifically outline the area where any rerouting will occur.
2. **Liquor License.** Should the event involve obtaining a liquor license, the applicant shall comply with all applicable Town liquor license requirements.
3. **Other Considerations.** Such other considerations as may be necessary, including but not limited to, provisions for a damage or clean-up deposit, additional fees, hours of operation, sanitation requirements, traffic control, parking, transportation and provisions for utility service.

ACTIONS SUBSEQUENT TO APPROVAL

1. **Appeal of Administrative Temporary Use Permit.** A decision by the Planning Director concerning an application for an administrative temporary use permit may be appealed, pursuant to the provisions of Section 5-170 of the Code. The appeal shall be referred to Town Council, which shall consider the manner pursuant to Section 5-170 (D) of the Code.
2. **Changes or Modifications.** Any proposed changes or modifications to an approved temporary use permit may be approved by the Planning Director, provided such changes or modifications are insubstantial in nature and are generally consistent with the original approval. All other proposed changes shall require repetition of the procedures for obtaining the temporary use permit.
3. **Expiration.** An administrative temporary use permit shall expire at the conclusion of the event or activity for which it was granted, and shall not be extended or continued.
4. **Penalties.** Violation of any term or condition of an annual or an administrative temporary use permit by the permittee, its agents or employees, shall subject the permittee to the penalties set forth in Section 1-72 of the Municipal Code. In addition, where probable cause exists to suspect that a violation of any term or condition of a temporary use permit will pose a threat to public health, safety or welfare, the Chief of Police is hereby authorized to revoke a temporary use permit and to require that any activity authorized thereby ceases and desists immediately.