

# Organized Events



## Facts to Know

### RELATED FACTS TO KNOW:

Temporary Uses, Temporary Signs, Grand Opening Signs.

### INTRODUCTION:

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.

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.

### GENERAL TIMEFRAME:

- The organized event permit application and submittal requirements should be submitted 30 days prior to the start date of the organized event.

### GENERAL NOTES:

- The Community Development Director and the Development Review Team (DRT) will review organized event permits. General standards for all temporary uses can be found in Sec. 21-5325 of the Land Development Code.
- The Community Development Director is authorized to approve, approve with conditions, or deny applications based upon the approval criteria.
- Any organized event that involves more than one activity or site, or which is held over a period of more than one day, need only obtain one permit, provide that the application specifies each activity, site, and dates.
- An organized event permit for an event may be approved for a period of up to 14 days at the discretion of the Community Development Director. This period may be extend for one additional 14-day period for good cause

# FTK: Organized Events

---

shown, upon approval of a written request submitted to the director 7 days prior to the expiration of the permit. The permit may be extended only upon a finding that there will be no substantial adverse impacts on surrounding property, public facilities and services, or the community at large.

- An organized event permit fee is \$25 unless 3 of the following apply, in which case the organized event permit fee will be \$50 and shall be required along with notification of property owners within 660 feet of the proposed event:
  - The event will occur on more than one calendar day;
  - Any part of the event will occur after 8 p.m. or before 8 a.m.;
  - Attendance at the event is reasonably anticipated to exceed 200 people;
  - Alcoholic beverages will be served during the event;
  - Live or amplified sound will occur during the event.
  
- Organized Event Permit applications that do not indicate specific event dates will not be accepted.**

## REVIEW PROCESS:

- The applicant prepares the Organized Event Permit application and includes any additional documentation they deem important and relevant to the decision.
  
- A completed application and supporting documents are submitted for City review. The request is referred to the appropriate decision-making body.

## ORGANIZED EVENT PERMIT APPROVAL CRITERIA:

- 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.