

**TELLER COUNTY  
APPLICATION FOR SPECIAL EVENTS PERMIT**

**New Permit**

**Permit Renewal**

**Name of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**Name of Proposed Activity or Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Expected Number of Participants:** \_\_\_\_\_ **and/or Spectators:** \_\_\_\_\_

**\*\*Please keep in mind a 'Simple' event is less than 50 participants/spectators and MUST be submitted at least 2 months prior to event. A 'Complex' event is more than 50 participants/spectators and MUST be submitted at least 4 months prior to event.\*\***

**Property Owners Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Legal Description of Impacted Properties:** \_\_\_\_\_

**Physical Addresses of Impacted Properties:** \_\_\_\_\_

**Insurance Carrier (Please attach copy of binder, showing Teller County as additional insured):**

**Policy Number:** \_\_\_\_\_

**Emergency, Medical, and Fire Support:** \_\_\_\_\_

**Description of Activity or Event and Routes/Areas (include accurate estimates of County impacts, total miles involved, starting and ending points, number of participants and spectators. ):**

Affected roads in Teller County (Must include a map of the event area, showing entire route to be used and all affected roads clearly identified. If you should have multiple routes please include all maps and reference them clearly):

---

---

---

Among other items, we will need to know what provisions have been made for the following (if applicable to your event):

- Traffic Control: \_\_\_\_\_
- 

- Parking Accommodations: \_\_\_\_\_
- 

- Food Service and/or Food Vendors (Mobile Food Vendor Application & Event Coordinator Application MUST be completed and returned to Andrew Lemmons, Environmental Health Officer, 719-687-6416 or [LemmonsA@co.teller.co.us](mailto:LemmonsA@co.teller.co.us)): \_\_\_\_\_
- 

[For county requirements, contact [www.co.teller.co.us/PublicHealth/EnvHealth.aspx](http://www.co.teller.co.us/PublicHealth/EnvHealth.aspx)]

- Sanitation (Trash, Wastewater, Port-O-Potties, etc.): \_\_\_\_\_
- 

[For county requirements, contact [www.co.teller.co.us/PublicHealth/EnvHealth.aspx](http://www.co.teller.co.us/PublicHealth/EnvHealth.aspx)]

- Emergency Services/Ambulance: \_\_\_\_\_
- 

- Temporary Structures or Tents: \_\_\_\_\_
- 

[For county requirements, contact [www.co.teller.co.us/CDS/default.aspx](http://www.co.teller.co.us/CDS/default.aspx)]

Return the completed form and any addition information via mail, fax, OR email to:

Mail to: Teller County Administration  
P.O. Box 959  
Cripple Creek, CO 80813

Fax to: (719)686-7900

Email to: [FrazierWilleyA@co.teller.co.us](mailto:FrazierWilleyA@co.teller.co.us) and/or [FennL@co.teller.co.us](mailto:FennL@co.teller.co.us)

If you have any questions regarding this application or the Special Events Permit, you may contact (719)689-2988. Thank you.

\*Please refer to <http://www.co.teller.co.us/Administration/SpecialEventsPermit.aspx> for additional information. \*