



**COCHISE
COUNTY**
Arizona

Development Services

 520-432-9300
 developmentsservices@cochise.az.gov
 www.cochise.az.gov
 1415 Melody Ln, Bdg F
Bisbee, Arizona 85603

Special Event Application

A special event permit is required for temporary events that deviate from the normal or everyday use of a location, generally occur outdoors, and have the potential to impact public infrastructure, safety, or traffic. This includes events such as Christmas tree sales, rallies, and parades. The issuance of a special event permit allows the County to proactively mitigate potential negative community impacts from the event and ensure a safe environment for those that attend. Special event permits are typically processed administratively; however, longer events may require review and approval by the Board of Supervisors.

Pre-Event Applicant Info

Name and Title:

Organization:

Address:

Phone:

Email:

Describe your relationship to this application (select one):

Property owner (skip next question)

Authorized agent

By typing their name below, the undersigned, registered property owner of the property subject to this application, hereby grants the authorized agent noted above to act on their behalf and take all actions necessary for the processing, issuance and acceptance of this permit or application.

Signature:

Date:

Emergency Contact Info

Name and Title:

Phone Number:

Property Info

Property Owner Name(s):

Parcel Number (APN):

Parcel Zoning Designation:

Processing Fees

\$150. Applicants may pay online with a credit card or mail a check to the Development Services Department at 1415 W Melody Ln, Building F, Bisbee, AZ 85603, payable to the Cochise County Treasurer.

Required Submittals

This application

A site plan, see attached site plan requirements

Emergency response plan, see attached

Other approvals that may be required: Right-of-Way Permit, Certificate of Liability Insurance, Food Vendor Permits, Fire District Permit for Open Fires/Fireworks

Supplemental Questions

1. Briefly describe your event.

2. What are the dates that you plan to hold your event?

3. On what dates will you set up the event?

4. On what dates will you dismantle the event?

5. What will be the hours of operation for your event?

Supplemental Questions Continued

6. Will the event occur at a community park, community center, or school?

Yes, specify which one and provide the name of the facility

No, the event is on private property

7. How many people do you expect to attend your special event. Also, specify the number of attendees and organizational employees/volunteers (daily and total).

8. What roads will attendees use to access your special event?

9. Will the special event require any temporary structures, such as tents, booths, stages, etc.?

Yes. Attach additional information about your temporary structures, like type, size, vendor, materials, and fire rating. Additional details or design plans may be required.

No, no temporary structures will be used.

10. Will any of these structures need electric or propane? How will power be provided, if needed? e.g. extension cords, generators, metered etc.

Yes, explain

No electric or propane will be used onsite.

11. Will you place any signs onsite to advertise your event?

Yes, and I've included a sketch of the event sign with application submittal. I've also shown the location(s) of any signs on the site plan.

No signage will be placed on site.

Supplemental Questions Continued

12. Will this event occur after dark, necessitating outdoor lighting?

Yes, and I understand that all outdoor lights be focused on my buildings or parking lot and not towards the sky or onto neighboring properties or roads.

No, the event will not occur at night and/or the event does not require outdoor lighting.

13. Does this event include a parade or any other activity that will use part of a **County** right-of-way?

Yes, and I have, or will, submit a right-of-way permit that includes a Certificate of Liability insurance. Name of impacted road(s):

No

14. Does this event include a parade or any other activity that will use part of a **State Highway** right-of-way?

Yes, and I have attached a copy of all necessary permits from the Arizona Department of Transportation and State Department of Public Safety. Name of impacted road(s):

No

15. An event that attracts more than 100 people for four or more hours in duration is required to have a minimum of one portable toilet and a handwashing facility. At least one toilet must be ADA accessible. Will your event require one or more portable toilet (Port-a-Potty) and handwashing facility?

Yes, and I have identified their location on the site plan. At least one is ADA accessible. State how many will be portable restrooms and handwashing facilities will be used. State the portable restroom provider and frequency of emptying.

No, my event does not meet the threshold stated above and will not include port-a-potties

Supplemental Questions Continued

16. Are you providing any entertainment, music, or activities that are likely to produce noise that can be heard on adjacent properties next to you?

Yes. State the anticipated level and duration of the noise and how you plan to minimize this noise from being heard on neighboring properties.

No, my event will not include any loud music or entertainment

17. Describe your waste management plan to control trash, animal waste and prevent a pest nuisance (flies, wasps, mosquitoes) during or after your event. State the number of trash cans and/or dumpsters provided. State how trash will be disposed of during and after the event.

18. Will your Special Event include the preparation and serving of food and/or food vendor trucks?

Yes, and I have an approved Temporary Food Event Coordinator Permit from the Cochise County Environmental Health Division. Also, each of the food vendors at the event have an approved Temporary Food Vendor Permit.

No, my event will not include any food.

Supplemental Questions Continued

19. Will your Special Event include the selling and/or serving of alcohol?

Yes, and I have an approved Liquor License from the Board of Supervisors and the Arizona Dept. of Liquor License and Control. State how you plan to restrict access to alcoholic drinks to underage event attendees.

No, my event will not include any selling or serving of alcohol.

20. Will your Special Event include any Open Fires or Fireworks?

Yes, and I have notified the local fire department of the event and have obtained a permit from the fire district, if required. The notification and permit from the local fire district are submitted with this application. Note, if the event includes fireworks defined as "display fireworks" in 27 CFR 555.11, you must also submit a valid ATF license or permit. Events with open fires require a permit from the State Fire Marshal, which must be submitted.

No, my event will not include any open fires or fireworks.

21. Do you have a Special Event flyer or online information/website for your Event?

Yes, and I have attached a copy of the flyer and/or here is a link to information about the event online (if applicable):

No

Acknowledgments

By typing their name below, the applicant certifies that they are the Sponsor/Owner of this Special Event or the duly authorized Sponsor's Agent and all information in this application, supplemental attachments, and on the submitted site plan(s) are accurate to the best of their knowledge. They understand that if any information in this Special Event permit application, supplemental attachments, and site plan(s) are found to be incorrect or in error, it may be grounds for denial or revocation of my Permit. The applicant further understands that the special event site and/or event route must be cleaned up and restored to its previous state at the expiration of the dismantling date.

Signature:

Date:

Acknowledgments, Continued

INDEMNIFICATION STATEMENT. By typing their name below, the applicant understands that in consideration of the approval of this Special Event Permit by Cochise County, the Special Event Sponsor/Owner shall indemnify, defend, save and hold harmless Cochise County, it's officials, agents, employees and volunteers without limitation from and against any all claims, actions, liabilities, damages, losses, or expenses including court costs, attorneys' fees and costs of claim process, investigation and litigation caused, or alleged to have been caused in whole or in part, by the acts or omission of the Sponsors or any of its owners, directors, employees, agents, contractors or volunteers. It is agreed that the Sponsor will be responsible for the primary loss investigation. defense and iudgment costs where this indemnification is applicable.

Signature:

Date:



**COCHISE
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Special Event Emergency Action Plan

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You must complete this Emergency Action Plan (EAP) attachment for all Special Events. This EAP outlines actions to for organizers to take before and during the event in response to an emergency or otherwise hazardous condition.

Emergency Action Plan Representative

Name and Title:

Phone Number:

By checking this box, the EAP rep certifies that they will be available by phone at the number provided above at all times during the special event operating hours.

Supplemental Questions

1. What arrangements have you made for any medical emergencies that might occur at your Special Event? E.g. designated medical personnel, first aid tent, first aid kit available etc.

2. Will your Special Event use any on- or off-duty law enforcement or private security for safety and/or Traffic Control?

Yes, and here is the contact information for these services (name, agency, phone number).

No, no additional security or traffic control is necessary.

For Events That Include Fireworks

- I have notified the local fire department of the event and have obtained a permit from the fire district, if required. The notification and permit from the local fire district are submitted with this application. The notification and permit from the local fire district have been submitted with this application.
- The event includes "display fireworks" in 27 CFR 555.11, and I have submitted a valid ATF license or permit.
- The site plan I have submitted indicates the discharge site location, spectator area, and fall-out area in addition to all other site plan requirements.

For Events That Include Recreational Fires

- I have notified the local fire department of the event and have obtained a permit from the fire district, if required. The notification and permit from the local fire district have been submitted with this application.
- Fuel for fires will consist of clean dry firewood. Fires will not contain construction materials, rubber, plastic, or any other form of trash.
- Fires shall be constantly attended by a competent adult, who will oversee the operation until such fire is extinguished.
- No recreational fires will occur during a red flag warning.
- After any fire has been conducted, all material burned or unburned shall be removed and disposed of at once (after ensuring all embers have been water soaked). Ash shall be disposed of in a non-combustible container.
- I have attached an approved permit from the state fire marshal authorizing this activity.
- The site plan I have submitted indicates the burn site location in addition to all other site plan requirements.

General Acknowledgments for All Special Events

By checking the following boxes, the EAP representative certifies the following statements are true and accurate:

- I will be responsible for monitoring the weather conditions before and during the event.
- If severe weather occurs during the event the EAP event representative or their designee will notify those attending the event that a hazardous weather condition exists and direct them to appropriate shelter.
- All staff will be instructed on the locations and safe use of portable fire extinguishers.

General Acknowledgments for All Special Events Continued

Should an incident occur that requires Law Enforcement, the on-site security officer will be contacted to request this resource. If there is no on-site security officer, the EAP event representative will contact 911 to request this resource.

Access for emergency vehicles will be maintained at all times. Event attendees and event staff will be directed to park only in approved areas and will not obstruct sidewalks or public thoroughways.



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Special Event Application Site Plan Requirements

Special event applications must provide a site plan as an attachment. Insets or additional sheets may be included, if needed, to more clearly show important details. The site plan should include, but is not limited to, the following site plan elements.

Site Plan Elements

- Key that includes: north arrow, address and/or parcel number
- Location of property showing all property lines, adjacent roads, easements, and alleys
- Locations and distances to all permanent structures within 50 feet of all sides of any temporary structures associated with the event
- Location of fencing or walls, including location of gates
- Location of tents, stages, large inflatables, or any other temporary structures including dimensions. Note: Temporary structures, prefabricated structures, or site- built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tent structures, etc. may require review by the Building Division. Certification for a licensed engineer may also be required.
- Location of food trucks, vendors, and merchandise areas
- Location of restrooms/port-a-potties and handwashing stations
- Location of the parking area
- Location of entrances, exits, emergency vehicle access, and drop-off areas
- Location of signs. Indicate type (ground-mounted, wall...) and dimensions
- Locations, sizes and types of any flammable/combustible liquid/gas tanks, and electrical equipment

Site Plan Elements Continued

For events that include fireworks: the site plan must also indicate discharge site location, spectator area, and fall-out area. Note: if the event includes fireworks defined as "display fireworks" in 27 CFR 555.11, applicants also submit a valid ATF license or permit, evidence of training per NFPA, and evidence of insurance/bonding.

For events that include recreational fires: the site plan must indicate the burn site location. All fires must be at least 25 feet from any building or flammable material. Note: applicants are also required to apply for a permit from the State Fire Marshal office.