



Cochise County
Development Services
 Planning, Zoning and Building Safety Division
Public Programs...Personal Service
 www.cochise.az.gov

SPECIAL EVENT PERMIT APPLICATION WORKSHEET

(PRINT CLEARLY IN INK OR TYPE)

COMMERCIAL PERMIT NUMBER _____
Assigned by County Staff at Permit Application Submittal

DATE SUBMITTED _____

APPLICANT (ORGANIZATION) _____

PRE-EVENT CONTACT PERSON _____

PRE-EVENT CONTACT ADDRESS _____

PRE-EVENT CONTACT TELEPHONE NUMBER _____

EMAIL ADDRESS: _____

EVENT EMERGENCY CONTACT NAME & TITLE _____

EVENT EMERGENCY CONTACT TELEPHONE NUMBER _____

REQUIRED SUBMITTALS

- Cochise County Joint Permit Application.
- Special Event Permit Application Worksheet with **all** questions completely answered.
- Signed Sponsor's Certification and Indemnification Statement.
- Site Plan: **(1)** hard copies of your site plan, 11 by 17 inches minimum size, with all site details for your event or route. (If your site plan is larger than 11 by 17 inches, also provide one reduced 11 by 17 copy).
- Permission of Property Owner:
 - I am **not** the property owner, and I have attached a statement from the property owner giving me permission to hold this Special Event activity on their property.
- Other approvals that may be required:
 - Right-of-Way/Encroachment Permit(s)
 - Certificate of Liability Insurance
 - Approved Food Vender Permits
 - Fire District Permit for Open Fires/Fireworks
- Application fee. Check should be made out to Cochise County Treasurer.

Planning, Zoning and Building Safety
 1415 Melody Lane, Building F
 Bisbee, Arizona 85603
 520-432-9300
 520-432-9278 fax
 1-877-777-7958
 planningandzoning@cochise.az.gov

SUBMIT THIS COMPLETED APPLICATION WORKSHEET WITH ALL REQUIRED ATTACHMENTS TO:

PLANNING, ZONING AND BUILDING SAFETY
4115 E. FOOTHILLS DR., SIERRA VISTA, ARIZONA 8563
OR
1415 MELODY LANE, BUILDING E, BISBEE, ARIZONA 85603
QUESTIONS? CONTACT: 520-803-3960 | WWW.COCHISE.AZ.GOV

**Describe, as completely as you can, the Special Event activity that you want to do.
Some questions may not apply: this application includes questions for all types of special events.
Attach separate pages if the lines provided are not adequate for your response.**

PROPOSED SPECIAL EVENT ACTIVITY

1. What are you planning to do?

2. Where do you plan to hold this Special Event and/or what is your route for your Special Event? *If your event is being held on private property please provide a statement from the property owner giving you permission to hold your special event activity on their property.*

3. What are the date(s) that you plan to hold your Special Event?


4. What times (hours of operation) will your Special Event be held?

5. How many people do you expect to attend your Special Event?

TEMPORARY STRUCTURES

1. Will you be using any temporary structures e.g. tents, booths, stages etc?

YES NO If YES, what temporary structures are you planning to build? _____

 If YES, your structures may require review by the Building Division. Please provide information about your temporary structures, like type, size, vender, materials and fire rating. Additional details or design plans may be required.

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

YES NO If YES, what type of power will you be using? _____

→ If YES, please describe how you are addressing potential trip hazards, separations from event attendees, who your utility provider or vender will be.

SIGN INFORMATION

3. Will you be using any signs to advertise your event?

YES NO

→ If YES, include a **sketch** of the event sign, to scale, and what will be shown on the sign with your application. *Show the location(s) of any signs on your site plan.*

OUTDOOR LIGHTING INFORMATION

4. Will you need any outdoor lighting for after dark activities?

YES NO

→ If YES, how do you plan to shield any neighboring properties and roadways from direct light and/or glare? Compliance with the Light Pollution Code requires that your outdoor lights be focused on your buildings or parking lot and not towards the sky or onto properties or roads that are next to you.

→ If YES, **ALSO** complete and include a **Lighting Plan Attachment**. *Show the location(s) of your outdoor lighting on your site and building plans.*

TRAFFIC INFORMATION

If your event activities include any part of the Cochise County's Right-of-Way and/or Road closures a Certificate of Liability Insurance is required.

5. What roadway(s) will be used to reach your Special Event site and/or what roadways will be used for your Special Event (route)?

6. Will your Special Event activities be using the roadway right-of-way for any part of your event?

YES NO

If YES, will there be any disruption or delays to traffic? YES NO

If YES, will you be closing portions of the roadway? YES NO

If YES, identify the road(s) and the start and end times of the proposed delays or complete closure and describe how traffic is being detoured.

If YES, you must also have a completed Certificate of Liability Insurance naming Cochise County as an additional insured. The Certificate Holder should indicate Cochise County, address of 1415 W. Melody Lane, Bisbee, Arizona 85603

If YES, the Event Sponsor is required to obtain a Right-of-Way Permit from the Highway Dept.

County-maintained roadway: County ROW Permit # _____

If any part of your route is on the State Highway system the Event Sponsor is also responsible to obtain **any and all necessary permits from the Arizona State Dept. of Transportation and the Arizona State Dept. of Public Safety.**

State Highway: ADOT ROW Permit # _____

HEALTH AND SANITATION INFORMATION

If your event expects more than 100 people for an event for four or more hours in length a minimum of one (1) portable toilet is required and for any portion of each additional 100 people another portable toilet is required. If food and beverages are included at your event additional facilities may be desired.

7. Will you be using portable restrooms (Port-a-Potties) and/or Handwashing Facilities for your Special Event?

YES NO

If YES, how many portable restrooms and/or handwashing areas will you have? Will any be ADA accessible?

If YES, who is providing the portable restrooms to you? How often will they be cleaned and serviced (emptied)?

8. 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 NO

If YES, what do you think will be the level and duration of this noise impact? What do you plan to do to prevent or minimize this noise from being heard on neighboring properties?

9. What is your waste management plan to control trash, animal waste and prevent a pest nuisance (flies, wasps, mosquitoes) during or after your event? How many trash cans and/or dumpsters are you providing? How are you disposing of trash during and after your event?
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FOOD SERVICE FOR TEMPORARY EVENTS

If your event includes serving food that requires temperature control or will be handled, prepared, re-packaged, processed or altered on site then each vendor must have a approved Food Vender Permit and an Food Event Coordinator Application must also be submitted to Environmental Health District Office two weeks in advance of the event.

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

YES NO

→ If YES, **you must have approved Temporary Food Event Coordinator Permit from the Cochise County Environmental Health Division. In addition, each of the Food Venders at your event must also have an approved Temporary Food Vendor Permit.**

11. Will your Special Event include serving or selling alcohol?

YES NO

If YES, how are you planning to restrict access to alcoholic drinks to underage event attendees?

→ If YES, **you must also have approved Liquor License from the Board of Supervisors and the Az. Dept. of Liquor License and Control.** www.azliquor.gov/licensing


RISK MANAGEMENT/EMERGENCY SERVICES

12. 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.
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13. What is your emergency response plan? Describe or provide a copy of your plan with this permit request. E.g. your evacuation routes/exits, fire extinguisher locations, medical supplies or staff
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14. Will your Special Event include any Open Fires or Fireworks? *Great care must be taken in Cochise County to prevent wildfires especially during periods of little rainfall combined with high temperatures.*

YES NO

 If YES, **you must notify the local fire department of your planned activities and obtain a permit from the fire district, if required.** The Alcohol, Tobacco and Firearms (ATF) department may also require review and a permit for larger events planning to include open fires or the use of fireworks.

15. Are you planning to use any on or off-duty law enforcement or private security for your event and/or Traffic Control?


YES NO

If YES, who is your contact for these services (name, agency, phone number)?

MEDIA INFORMATION

16. Do you have a Special Event flyer or handout for your Event?

YES NO

 If YES, please provide flyer or Handout as an attachment to this permit request.

17. What is your outreach plan for your Special Event? Do you plan to issue a Press Release?

YES NO

18. Would you like your Special Event posted on the County's website calendar?

YES NO

19. **OPTIONAL:** What is your estimate of the economic value to the County (how much money is spent by attendees for accommodations, shopping etc.) of your Special Event?

SPECIAL EVENT SITE PLAN OR ROUTE MAP

Please provide a site plan or route map for your Special Event as an attachment to this permit request. Please use insets or additional sheets to clearly show details, if needed. Your site plan or route map should include, but is not limited to, the following:

- Exact site location and layout of the event and/or route that your riders/runners will be taking
- Location and number of booth spaces, stalls, vending or staging areas.
- Location of temporary structures and temporary utilities planned
- Location and provision of restrooms and other sanitary services
- Entrances and Exits, Drop-Off Areas
- Fire and emergency vehicle access
- Parking areas, handicapped parking spaces, pedestrian circulation
- Location, size and type of signs
- Location and type of lighting

If your Special Event is actively using the County roadways (e.g. parade, marathon, bike event etc) please include on your event/route site plan the following:

- Staging and Dispersing areas, and where they are located in respect to the roadway
- Location of signs, cones, barricades and other traffic control devices e.g Your Traffic Control Plan

SPONSOR/OWNER'S STATEMENT

- I hereby certify that I am the Sponsor/Owner of this Special Event or the duly authorized Sponsor's Agent.
- I hereby certify that all information in my Special Event Permit Application, this application worksheet, supplemental attachments, and on the submitted site plan(s) are accurate to the best of my knowledge.
- I understand that if any information in my Joint Permit Application, Special Event permit application worksheet, supplemental attachments, and site plan(s) are found to be incorrect or in error, it may be grounds for denial or revocation of my Special Event Permit.
- I understand a condition of this Special Event/Temporary Event Permit is that the special event site and/or event route will be cleaned up immediately following my event.
- INDEMNIFICATION STATEMENT:** 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 responsibility for primary loss investigation, defense and judgment costs where this indemnification is applicable. Sponsor/Owner agrees to waive all rights of subrogation against the County for losses arising from the Special Event.

Sponsor/Owner Signature

Date Signed