




Temporary Use Permit

Application Packet



Note: All applications prior to submittal must have gone through a pre-application meeting.

FREMONT COUNTY PLANNING & ZONING

Process & Requirements Overview

A temporary use permit is required for spectator events, athletic events, carnivals, circus, concerts, fairs, flea markets, public recreational events, tent meetings, or other similar uses with similar impacts whether public or private, and whether on public or private land. The Department will schedule a pre-submittal meeting if requested by the applicant. The applicant will be required to provide some information (*current use and proposed temporary use, proposed water and sanitation source, proof of access, etc.*) prior to the meeting for the Department to review for the Board meeting. The applicant will be provided with application handouts and information.

A temporary use permit may be approved by the Department if all the following are met:

- A complete application form, all required documentation as per [Section 8.12](#) this Resolution, and fee have been submitted to the Department a minimum of twenty (20) working days prior to the date of the event.
- The event has been granted temporary use approval by the Board consecutively for three (3) previous years.
- The applicant is not requesting a waiver of the application fee or the cash, surety, or other bond (*for clean-up*), unless the Board has granted the waiver for previous application.
- The applicant/event has been conducted in compliance with the requirements of the three (3) previous temporary use permits.
- There are no major changes or amendments to the application, compared to the three prior permits.
- The applicant agrees to any recommendations or requirements of any commenting agency notified of the event.

Any application which is not complete or does not include all minimum submittal requirements will be rejected by the Fremont County Department of Planning and Zoning (Department). The department requires one (1) hard copy of the application and all required submittals. One (1) electronic copy all items shall be labeled exactly as the required submittal.

Upon receipt of a complete application, the Department will review the application and all attachments and prepare a Department Submittal Deficiency and Comment Letter (D & C Letter), which will state the submittal deficiencies which must be addressed by the applicant, Department comments and/or questions about the application, and the number of revised application packets to be supplied to the Department. An additional full application fee may be charged to the applicant, as per Resolution approved by the Board of County Commissioners (Board), if all deficiencies as per the initial D & C Letter are not adequately addressed or provided. Each subsequent D & C Letter, based on resubmitted items, will result in another full application fee. All such fees shall be paid along with the deficiency submittal, prior to any further review of the application.

The Department, Commission, and/or Board of County Commissioners (Board) may require additional information at any time during the application process as may be deemed necessary for thorough consideration of the application and to enable an informed final decision.

Any Land Use application for that has been submitted after the use requiring the permit has been established on the property may be subject to a penalty fee in addition to the set application fee for such permit. The penalty fee shall be equal to the initial application fee for the Land Use Application. As with all land use applications payment of associated fees do not ensure approval of the application.

Applicants shall pay all application fees to the Fremont County Treasurer's Office. Upon receipt of a complete application, a Department representative will provide the applicant with a payment check list to present to the Treasurer's Office with payment.



FREMONT COUNTY

DEPARTMENT OF PLANNING AND ZONING

615 MACON AVENUE, ROOM 210, CAÑON CITY, COLORADO, 81212

Telephone 719-276-7360 / Facsimile 719-276-7374

Email: Planning@fremontco.com

Check the Applicable Application

<input type="checkbox"/> Temporary Use Permit – With Meeting \$250.00	<input type="checkbox"/> Temporary Use Permit – Without Meeting \$200.00
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PROPERTY INFORMATION: Provide information to identify properties and the proposed development. Attach additional sheets if necessary.

Property Address:	
Tax ID/Parcel Number:	Parcel size in Acres:
Zone District:	Proposed Event:

PROPERTY OWNER(S) INFORMATION: Indicate the person(s) or organization(s) who own the property.

Name(s) (Individual or Organization):
Mailing Address:
Telephone:
Email Address:



Fremont County Planning & Zoning Department

Temporary Use Permit

REQUIRED EXHIBITS

Submittals and exhibits should be clearly identified with section and/or question number located on the bottom right-hand corner, or otherwise tabbed or marked. Any waiver requests shall be labeled as the same exhibit number.

LETTERS OF INTENT – SECTION TWO

<input type="checkbox"/> EXHIBIT 2.1	Describe in detail the general description of the event to include dates of the event, hours of the day that the event will be held.
<input type="checkbox"/> EXHIBIT 2.2 <input type="checkbox"/> N/A	Right to Occupy
<input type="checkbox"/> EXHIBIT 2.3	<p style="text-align: center;">Signage Plan</p> <ol style="list-style-type: none"> 1. Provide a statement as to the type(s) of signs, size, & location(s). 2. Total amount of signs. 3. How long the signs will be posted. 4. Copies of any agreements and or contracts with the appropriate property owners, agencies, or companies, if applicable.
<input type="checkbox"/> Exhibit 2.4	<p style="text-align: center;">Street Closures</p> <ol style="list-style-type: none"> 1. Any closure of a County roadway will require approval by the Board. Proposed closures of roadways not controlled by the County will require closure approval by the appropriate authority. Provide all details regarding any road closures.
<input type="checkbox"/> Exhibit 2.5	The applicant shall provide a list of agencies that require the issuance of a permit, license, or other authority for the event.
<input type="checkbox"/> EXHIBIT 2.6	<p style="text-align: center;">Refuse Disposal Plan</p> <ol style="list-style-type: none"> 1. Address how any litter and debris will be handled during the event and the method of disposal after the event. Attach copies of any agreements and or contracts with appropriate agencies or companies, if applicable.
<input type="checkbox"/> EXHIBIT 2.7	Security & Crowd Control Plan
<input type="checkbox"/> EXHIBIT 2.8	Vehicular & Pedestrian Traffic Plan
<input type="checkbox"/> EXHIBIT 2.9	Emergency Service Operation Plan

<input type="checkbox"/> EXHIBIT 2.10	Event Parking Plan
<input type="checkbox"/> EXHIBIT 2.11	Drinking Water Plan
<input type="checkbox"/> EXHIBIT 2.12	Sanitation Plan (restroom facilities)
<input type="checkbox"/> EXHIBIT 2.13	<p>Concession Plan</p> <ol style="list-style-type: none"> 1. Include a list of food and or beverage venders and a copy of permits, and/or licenses. 2. Venders shall provide documentation of sales tax license.

REQUIRED SUBMITTALS – SECTION THREE

<input type="checkbox"/> Exhibit 3.1	Current Deed of Record
<input type="checkbox"/> Exhibit 3.2	General Liability Insurance
<input type="checkbox"/> Exhibit 3.3	<p>Cash, Surety, or another Bond</p> <ol style="list-style-type: none"> 1. In the amount deemed appropriate by the Board to ensure post-event cleanup of the property and payment for damage associated with the conduct of the event.

REQUIRED FORMS

<input type="checkbox"/> FCDOT	Fremont County Roadway Impact Analysis Form (if accessed from a county road)
<input type="checkbox"/> CDOT	Colorado Department of Transportation Access Permit (if accessed from a CDOT controlled highway)
<input type="checkbox"/> FIRE	Fire Protection Plan

SITE PLAN

<input type="checkbox"/>	Two (2) copies of a drawing, minimum size of 11"x17" which shall include the following:
<input type="checkbox"/>	Natural Features (waterways, cliffs)
<input type="checkbox"/>	Existing improvements (structures, driveways, septic systems)
<input type="checkbox"/>	Components of the special event (stages, parking areas, vender areas)
<input type="checkbox"/>	Vicinity Map



Fremont County Department of Planning and Zoning Roadway Impact Analysis Form

This form shall be used in conjunction with any applications submitted in accordance with Section 8 of the Fremont County Zoning Resolution and or Section VI of the Fremont County Subdivision Regulations. This form is considered a minimum application submittal item and shall be required to be provided at the time of application submittal. This form is intended to provide the minimum items that must be addressed in the roadway impact analysis. The form can be expanded or attachments can be made to further address the roadway impact of the proposed use. **If the estimated average daily traffic increase is less than thirty (30) vehicle trips per day (*one trip to be considered as a single or one-direction vehicle movement with either the origin or the destination [exiting or entering] inside the subject property*) as per the Institute of Transportation Engineers, Trip Generation Handbook, Second Edition or subsequent editions for the entire development, as estimated by the project engineer, then a Roadway Impact Analysis will not be required to be completed by an engineer. In such situations other minimum items shall be addressed by the applicant.**

1. Project Name _____

2. Type of application:

- | | |
|--|---|
| <input type="checkbox"/> Zone Change #1 | <input type="checkbox"/> Special Review Use Permit |
| <input type="checkbox"/> Zone Change #2 – Use Designation Plan | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Zone Change #2 – Final Development Plan | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Commercial Development Plan | <input type="checkbox"/> Change of Use of Property |
| <input type="checkbox"/> Commercial Development Modification | <input type="checkbox"/> Subdivision Preliminary Plan |
| <input type="checkbox"/> Expansion of an existing Business or Industrial Use | |

3. Engineer: _____ Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone #: () _____ Facsimile #: () _____ Email _____

4. Provide a detailed description of the proposed use: _____

5. Provide the estimated average daily traffic to be generated by the proposed use(s), using the Institute of Transportation Engineers, Trip Generation Handbook, Second Edition or subsequent editions. The estimated volumes of traffic to be generated by the proposed use(s) shall include as a minimum, the average weekday traffic volume and the peak-hour (*morning and afternoon*) traffic volumes. Specify the number of trips in each category. (*one trip to be considered as a single or one-direction vehicle movement with either the origin or the destination [exiting or entering] inside the subject property*)

Residential: _____ daily, _____ peak-hour am, _____ peak-hour pm _____
 Employee: _____ daily, _____ peak-hour am, _____ peak-hour pm _____

Customer: _____ daily, _____ peak-hour am, _____ peak-hour pm

Truck generated by the proposed use: _____ daily, _____ peak-hour am, _____ peak-hour pm

Delivery – required by the use: _____ daily, _____ peak-hour am, _____ peak-hour pm

Total Vehicle Trips: _____ daily, _____ peak-hour am, _____ peak-hour pm

I certify that based on the proposed use(s) the total vehicle trips using the Institute of Transportation Engineers, Trip Generation Handbook, Second Edition or subsequent editions will average less than thirty (30) trips per day based on any fourteen (14) day time frame.

_____ Date _____ Seal

Colorado Licensed Professional Engineer

If the above has been certified, then the applicant can complete the form and acknowledge it. If completed by the applicant only the questions marked by asterisk (*) are required to be answered.

NOTE: If the additional information provided warrants improvements to the roadway system, even though the traffic generated by the proposed use is less than thirty (30) trips per day, such improvements will be required. If in the future the use exceeds an average of thirty (30) trips per day a complete analysis could be required.

6. *What is the general location of the subject property? _____

7. *What are the names and/or the numbers of the public roadways that serve the site? _____

Provide a site plan drawing that shows the subject property, its proposed access points and all public roadways within a one-half (1/2) mile radius of the subject property, marked as Exhibit 7.1. An exhibit has been attached.

8. *What is the classification, according to the Fremont County Master Plan, of the roadway from which the project site will gain access to the public transportation system?

Expressway or Freeway --- Major Arterial --- Arterial --- Collector --- Local

9. *Do the roadways in question lie within a three (3) mile radius of any incorporated town or city limits or the boundary of another County? Yes --- No

If yes, provide the name(s) of the jurisdiction(s): _____

In addition if a new roadway is to be constructed, how will it comply with the transportation plan in effect for the municipality? _____

10. *Will this project require a Fremont County Driveway Access Permit or a Colorado Department of Transportation (CDOT) State Highway Access Permit? Yes --- No

Please explain: _____

11. *Will the project require construction of, or improvement to any roadway maintained by the CDOT?
 Yes --- No

If yes, will the proposed construction or improvement be in compliance with CDOT's "5 Year Transportation Plan"? Yes --- No Please Explain _____

Has CDOT required that the applicant provide a traffic study? Yes --- No

If yes, a copy of the study shall be attached to this application, marked as Exhibit 11.1. An exhibit has been attached.

12. *Will the project require construction of, or improvement to any roadway currently maintained or proposed to be maintained by the County? Yes --- No

If yes, what would be the social, economic, land use, safety and environmental impacts and effects of the new roadway on the existing transportation system and neighborhood? _____

13. *Are any roadways proposed to be vacated or closed in conjunction with the proposed project? Yes --- No

If yes, please explain. _____

14. *Is the proposed project site adjacent to or viewable from any portion of the Gold Belt Tour Scenic Byway or other scenic corridor designated by the Master Plan? Yes --- No

If yes, identify the byway and or scenic corridor: _____

If yes, explain how the scenic quality will be affected by the proposed project. _____

If yes, what measures will be taken to not have a negative impact on the byway and or scenic corridor? _____

15. *Will the proposed project gain access to the public transportation system via 3rd, 9th, K and or R Streets in the Penrose-Beaver Park Area of the County? Yes --- No

16. *Does the subject property have frontage on a public roadway? Yes --- No

If answered no, then documentation evidencing a "right of access" to the subject property for the proposed use shall be attached marked as Exhibit 16.1. An exhibit has been attached. If answered no, then please explain what the right of access consists of: _____

17. *What is the right-of-way width of the public roadway(s) that serve the site? _____

18. *What is the surface type of the public roadway(s) that serve the site? _____

19. *What is the surface width of the public roadway(s) that serve the site? _____

20. *What are the existing drainage facilities for the public roadway(s) that serve the site? _____

21. *Does the public roadway(s) that serves the site have curb and gutter? Yes --- No

If answered yes, what is the type of curb and gutter? _____

22. *Does the public roadway(s) that serves the site have adjacent sidewalks or other pedestrian ways?

Yes --- No

If answered yes, what is the width(s) and surface type(s)? _____

23. *How many access points will the subject property have to public roadways? _____

24. *Will the proposed roadways that access the public roadways intersect the public roadways other than at perpendicular? Yes --- No

If answered yes, please explain: _____

25. *What are the sight distances, in all directions, from the subject property access point(s) along the public roadway that serves the site? (*mark and provide distance for each that is applicable*)

Northerly, site distance: _____ Southerly, site distance: _____

Easterly, site distance: _____ Westerly, site distance: _____

26. *What are the distances from the subject property access point(s), in all directions, to the nearest intersection with another public roadway along the public roadway that serves the site? (*mark and provide distance for each that is applicable*)

Northerly, distance: _____ Southerly, distance: _____

Easterly, distance: _____ Westerly, distance: _____

27. *What are the distances from the subject property access point(s), in all directions, to the nearest driveway(s) along the public roadway that serves the site? (*mark and provide distance for each that is applicable*)

Northerly, distance: _____ Southerly, distance: _____

Easterly, distance: _____ Westerly, distance: _____

28. *What are the distances from the subject property access point(s), in all directions, to the nearest blind curve(s) along the public roadway that serves the site? (*mark and provide distance for each that is applicable*)

Northerly, distance: _____ Southerly, distance: _____

Easterly, distance: _____ Westerly, distance: _____

29. *What are the distances from the subject property access point(s), in all directions, to the nearest blind hill(s) along the public roadway that serves the site? (mark and provide distance for each that is applicable)

Northerly, distance: _____ Southerly, distance: _____
 Easterly, distance: _____ Westerly, distance: _____

30. *Identify any and all hazardous conditions with regard to the public roadway(s) that provide access to the subject property in the general area of the subject property: _____

If the public roadway(s) that currently serve the subject property have any hazardous conditions, then recommendations shall be made for improvements that will decrease the hazardous conditions on the public roadway(s): _____

31. *Explain what effect the proposed use will have on the existing traffic in the neighborhood. If no change is expected, please explain why no change is expected: _____

32. *Will the proposed use, due to the increase in traffic or the type of vehicle traffic generated by the proposed use, change the level and or type of required maintenance for the public roadway(s) that serve the site? Yes --- No, (please explain) _____

If the proposed use, due to the increase in traffic or the type of vehicle traffic generated by the proposed use, changes the level and or type of required maintenance for the public roadway(s) that serve the site, then recommendations shall be made that would lessen the maintenance impact for the entity in control of maintenance of the public roadway(s): _____

Note: If improvements are required, it may be mandatory that such improvement be installed prior to final approval of the application.

33. *Are new roadways proposed to be constructed, on or off site, in association with the proposed project? Yes --- No If yes, provide evidence that the roadways will be constructed to conform to natural contours in order to minimize soil disturbance, cut and fills, protect drainageways and not create to unstable slopes. _____

34. Provide an analysis of the existing traffic volumes on the adjacent roadway system, including the average weekday traffic (*vehicles per day*) and the weekday peak-hour traffic (*vehicles per hour – am and pm*), showing the dates and times of traffic counts or source utilized for traffic volume counts. Determine the existing level of service or percentage of roadway capacity currently in use.

Roadway name or # _____ average weekday traffic _____
Weekday peak-hour traffic _____ am _____ dates _____ times
Weekday peak-hour traffic _____ pm _____ dates _____ times
Current level of service - % of roadway in use _____

Roadway name or # _____ average weekday traffic _____
Weekday peak-hour traffic _____ am _____ dates _____ times
Weekday peak-hour traffic _____ pm _____ dates _____ times
Current level of service / % of roadway in use _____

Roadway name or # _____ average weekday traffic _____
Weekday peak-hour traffic _____ am _____ dates _____ times
Weekday peak-hour traffic _____ pm _____ dates _____ times
Current level of service / % of roadway in use _____

35. Provide an estimate of the probable traffic directional distribution from and to the subject property based on the proposed use(s) and assignment of the estimated traffic volumes to the adjacent roadway network. Estimate the future background and resulting total traffic volumes (*including the estimated generated traffic due to the proposed use*) on the adjacent roadway system for a twenty (20) year design period, showing volumes for both left and right turn movements as well as through traffic. _____

36. Determine the projected future levels of service or percentage of roadway capacity to be in use at the subject property's access points and key adjacent intersections. Provide recommendations for street and access improvements if any portions of the roadways do not have the capacity to accept the additional estimated traffic volumes. All necessary improvements will be required to be designed, completed and accepted by the County prior to any final action regarding the application.

37. Please provide any additional information considered by the Certifying Engineer to be pertinent to the roadway impact in association with the proposed project: _____

I hereby certify that the foregoing information was prepared by myself or under my direct supervision and is true and correct to the best of my knowledge and belief.

_____ Date _____
Colorado Licensed Professional Engineer

SEAL

If not completed by an Engineer, then the following acknowledgement shall be signed by the applicant and/or owner.

By signing this Application, the Applicant, or the agent/representative acting with due authorization on behalf of the Applicant, hereby certifies that all information contained in the application and any attachments to the Application, is true and correct to the best of Applicant's knowledge and belief.

Applicant understands that any required private or public improvements imposed as a contingency for approval of the application may be required as a part of the approval process.

Fremont County hereby advises Applicant that if any material information contained herein is determined to be misleading, inaccurate or false, the Board of Commissioners may take any and all reasonable and appropriate steps to declare actions of the Board regarding the Application to be null and void.

Signing this Application is a declaration by the Applicant to conform to all plans, drawings, and commitments submitted with or contained within this Application, provided that the same is in conformance with the Fremont County Zoning Resolution.

Applicant Printed Name

Signature

Date

Owner Printed Name

Signature

Date



FREMONT COUNTY FIRE PROTECTION PLAN AND DISTRICT COMMENT FORM

The Fremont County Subdivision Regulations and Fremont County Zoning Resolution require a fire protection plan be submitted with many different types of applications, at the time of application submittal. In order to provide consistency in the information received, it shall be required that these plans be submitted on this form.

The Fremont County Department of Planning and Zoning (Department), Fremont County Planning Commission (Commission) and Fremont County Board of County Commissioners (Board) take into consideration the responses of the Applicant and the District during their respective review process.

Attachments can be made to this form to provide expanded narrative for any application item including supportive documentation or evidence for provided form item answers. Please indicate at the form item that there is an attachment and label it as an exhibit with the application item number, a period and the number of the attachment for that item (*as an example, the first attached document providing evidence in support of the answer given at application item number 4 would be marked - Exhibit 4.1, the fifth attached document supporting the narrative provided for application item 4 would be marked - Exhibit 4.5*). Exhibit numbers should be placed in either the lower right hand area or the upper right hand area of the exhibit.

If the subject property is not in a fire protection district, only applicants' information and map are required. A copy of the Colorado State Forest Service Wildfire Hazard Area Map with the subject property clearly and accurately located, shall be attached and marked as Exhibit A.

APPLICANT INFORMATION

1. Project Name _____

2. Project Description _____

3. Type of application:

- | | |
|--|---|
| <input type="checkbox"/> Zone Change #1 | <input type="checkbox"/> Special Review Use Permit |
| <input type="checkbox"/> Zone Change #2 – Use Designation Plan | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Zone Change #2 – Final Development Plan | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Commercial Development Plan | <input type="checkbox"/> Change of Use of Property |
| <input type="checkbox"/> Commercial Development Modification | <input type="checkbox"/> Subdivision Preliminary Plan |
| <input type="checkbox"/> Expansion of an existing Business or Industrial Use | <input type="checkbox"/> Minor Subdivision |

3. The subject property is located at:

Address and or General Location (*If general location only is used, it will be required that a legal description of the subject property be attached Marked as Exhibit 3.1*) An exhibit is attached.

4. Fire protection will be provided in what manner and with what resources? _____

5. The source of water for fire protection is:
- Water District – Name of District: _____
- Well – Colorado Division of Water Resources Well Permit Number: _____
- Is the well approved for fire protection? Yes --- No Please explain: _____
- _____
- Cistern – What is the cistern capacity? _____ Gallons – What is the water source for filling the cistern? _____
- _____
6. What is the distance from the subject property to the nearest fire hydrant? _____
- _____
7. What public roadways provide access to the subject property? _____
- _____
8. How many accesses to public roadways will the subject property have? _____
- _____
9. Are the interior roadways existing and or proposed for the subject property adequate for fire vehicle access? Yes --- No Please explain by providing right-of-way and surface widths, length of roadway, surface types for all interior existing and proposed roadways and turning radii for cul-de-sacs. _____
- _____
- _____
- _____
10. What are the existing and or proposed interior roadway names? _____
- _____
11. Is the subject property located within a fire protection district? Yes --- No
- If yes, please provide the district name: _____
- If the subject property is not located within a fire protection district please answer the following questions and the form will be considered completed for submittal. If the subject property is located within a fire protection district then answers to the following will not be required, however the remainder of the form shall be addressed by a representative of the fire protection district in which the subject property is located.*
- a. What is the name of the fire protection district closest to the subject property? _____
- _____
- b. What is the distance from the subject property to the nearest fire protection district boundary? _____
- _____
- c. Is it logical and feasible to annex the subject property to a fire protection district?
- Yes ----- No Please explain: _____
- _____

d. What types of fire protection improvements are proposed for the subject property and or structures to be housed on the property? Please explain: _____

By signing this Application, the Applicant, or the agent/representative acting with due authorization on behalf of the Applicant, hereby certifies that all information contained in the application and any attachments to the Application, is true and correct to the best of Applicant's knowledge and belief.

Applicant understands that any required private or public improvements imposed as a contingency for approval of the application may be required as a part of the approval process.

Fremont County hereby advises Applicant that if any material information contained herein is determined to be misleading, inaccurate or false, the Board of Commissioners may take any and all reasonable and appropriate steps to declare actions of the Board regarding the Application to be null and void.

Signing this Application is a declaration by the Applicant to conform to all plans, drawings, and commitments submitted with or contained within this Application, provided that the same is in conformance with the Fremont County Zoning Resolution.

Applicant Printed Name

Signature

Date

Owner Printed Name

Signature

Date

FIRE PROTECTION AUTHORITY INFORMATION

1. The name of the fire protection authority is: _____
2. Name of contact person: _____
Title: _____ Telephone: _____
3. The name and address of the responding fire station is: _____

4. The distance from the subject property, by public roadway, to the responding fire station is: _____

5. The estimated response time to the subject property is: _____
6. The location of the closest fire hydrant to the subject property is: _____

7. Is the existing hydrant size and location adequate for the existing neighborhood and the proposed development? Yes --- No Please explain: _____

8. Are the existing public roadways accessing the subject property adequate for fire vehicle access? Yes --- No Please explain: _____

9. Are the interior roadways existing and or proposed for the subject property adequate for fire vehicle access? Yes --- No Please explain: _____

10. Are the proposed fire protection measures adequate for any existing or proposed structures to be housed on the subject property? Yes --- No Please explain: _____

11. What are the wildfire hazard classifications for the subject property, as prepared by the Colorado State Forest Service? _____

12. Recommendations concerning fire protection in general, fire protection improvements, suggested road names, for this project are as follows: **NOTE:** Be sure to list type, size and location of improvements recommended (*i.e.*; *hydrants, water lines, cisterns, dry hydrants, roadway improvements, etc.*). **Please indicate whether recommendations or requirements are the result of codes or regulations, and provide supporting information which will assist the Planning Commission and the Board of County Commissioners to determine whether to adopt any or all of the recommendations as requirements of the permit.**

Signature and title of Authorized Fire Protection Representative

Date

FREMONT COUNTY
DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT

201 N 6TH STREET

CAÑON CITY, CO 81212

(719) 276-7450 FAX NUMBER (719) 276-7451

amy.jamison@fremontco.com



TO: Event planners and coordinators

FROM: Amy Jamison, Fremont County Environmental Health

SUBJECT: Requirements for food booths at special/temporary events

DATE: June 14, 2023



Enclosed are some informational handouts for you to copy and distribute to individuals or groups that are interested in having a food booth at your event. This information can also be found at <https://www.fremontco.com/public-health/environmental-health>, under the requirements for temporary/special events. Please read over this information carefully and feel free to contact me if you have questions.

If you plan to have food booths at your special event or celebration, the Fremont County Department of Public Health and Environment (FCDPHE) needs to have the following information from you, the organizer, at least 2 weeks before the event:

1. A complete list of ***all*** food booths/mobile units that will be participating in your special event or celebration, including names, addresses, phone numbers and email addresses.
2. If food booths are already licensed outside of Fremont County for the current calendar year, I need a copy of their current RETAIL FOOD ESTABLISHMENT LICENSE or TEMPORARY EVENT LICENSE, along with the attached vendor application.
3. If food booths are not currently licensed and would like to obtain their license from Fremont County during the special event or celebration, the individual or group operating the booth must have all paperwork (license and vendor applications), into this office at least 14 days before the event.
4. If food booths are exempt from licensing requirements (charitable or non-profit, etc.) documentation of their charitable or non-profit status must be provided.
5. Fremont County licensed mobile units are NOT required to fill out the FCDPHE vendor applications again. However, please have them provide their current license to you and have them on the vendor list.

Your cooperation is appreciated. By working together, we can make your special event or celebration fun and safe.

Amy Jamison
Environmental Health
Office: 719-276-7361 [Amy.jamison@fremontco.com](mailto:amy.jamison@fremontco.com)

FREMONT COUNTY
DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT



201 N 6TH STREET
CANON CITY, CO 81212
(719) 276-7450 FAX NUMBER (719) 276-7451
amy.jamison@fremontco.com

Event Coordinator Application

TURN IN APPLICATION AT LEAST 2 WEEKS PRIOR TO EVENT

EVENT INFORMATION

Name of the Event: _____

Date(s) of the Event: _____

Location of the Event: _____

Hour of the Event: (Days and times) _____

Expected number of patrons: _____

Expected peak day(s) if event is longer than 1 day: _____

Anticipated Number of Food Booths: _____ *(Complete Vendor Information List and attach)*

Event Coordinators Name: _____

Coordinator's Phone Number: (____) _____

Coordinator's Fax Number: _____

Coordinator's Mailing Address: _____

City _____ State _____ Zip Code _____

Coordinator's E-mail address: _____

Contact Person during the Event (if different from above): _____

Contact phone number for the day of the Event: (____) _____

- Water Supply:** There is access to a potable water taps on site.
 Vendors must bring their own water supplies.
- Wastewater:** There will be liquid waste collection tanks / receptacles on site.
 Vendors must arrange for their own wastewater disposal.
- Electricity:** There will be no electricity supplied on site.
 There is access to electricity on site.
 Generators will be provided for vendor use.
 Vendors are allowed to use generators on site.
- Trash / Refuse:** There will be trash receptacles throughout the event for the public.
 There will be dumpsters on site for vendor and public trash removal.
How often will they be serviced? _____
- Toilet Facilities:** Water carrying public restrooms. How many? _____
 Portable toilets. How many? _____
How often will they be serviced? _____
- Hand Wash Facilities:** Water carrying public restrooms. How many? _____
 Portable hand wash stations. How many? _____
How often will they be serviced? _____
- Other Services:** Refrigerated truck
 Commissary kitchen (Provide a list of available equipment in kitchen.)
 Ice

TEMPORARY EVENT SITE MAP

Provide a labeled map of the entire Temporary Event area and include the following:

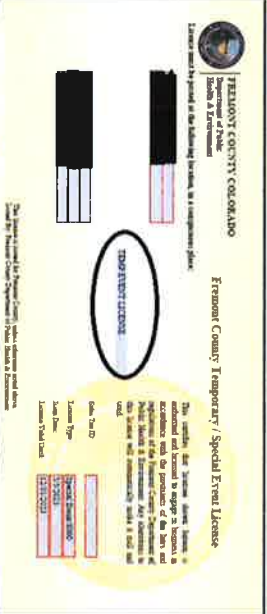



- Toilet facilities (portable and fixed)
- Hand washing facilities
- Trash containers
- Electrical hook-up points and generator locations
- Potable water taps for vendors
- Location of all food preparation and service areas on the event grounds
- Food booth vendors
- Roadways, sidewalks, and walkways
- Refrigerated truck (if applicable)
- Commissary kitchen (if applicable)
- Petting Zoo (if applicable)

Vendor Information List

Booth #	Vendor/Booth Name	Contact Person	Contact Phone	Contact Email	Menu Items

Required Licenses for Food Vendors at Temporary Events

State of Colorado licenses listed below are acceptable licenses for food vendors at temporary events within Colorado with the exception of the City and County of Denver. All vendors must operate using approved commissary kitchens.

License Type	License	Approved at	Application Process
Temporary Event A single community event or a celebration that operates for not more than 14 consecutive days. May include town celebrations, fairs, and festivals.	 <p>TELEPHONE COUNTY, COLORADO Department of Public Health & Environment Fremont County Temporary / Special Event License</p> <p>License must be posted at the following for use in a temporary place:</p> <p>TEMPORARY LICENSE</p> <p>The holder of this license shall, upon issuance, post this license in a conspicuous place in accordance with the provisions of the law and the rules and regulations of the State of Colorado, Public Health & Environment. All activities shall be conducted in accordance with the rules and regulations of the State of Colorado, Public Health & Environment.</p> <p>Event Name: [Redacted] Date: [Redacted] License Type: [Redacted] License Number: [Redacted]</p> <p>* Event coordinators must submit a Event Coordinator Application including vendor log</p>	✓ Temporary events	<ol style="list-style-type: none"> Complete food vendor application Obtain Fremont County Temporary Event license.
Special Event Organized recurring events or celebrations including farmers markets, stadium sports events, and ongoing street fairs	 <p>Public Health Department of Public Health & Environment Permit to Sell Retail Food at a Special Event</p> <p>117 Department of Public Health & Environment 1425 West Colfax Avenue, Suite 304 Denver, Colorado 80202</p> <p>Permit Type: Special Event (Food Service) - Mobile Express</p> <p>Permit Number: [Redacted] Date: 04/01/2023 Expires: 03/31/2024</p> <p>This license is NOT TRANSFERABLE and is valid only for the specific event, location, and vendor listed on the permit. It is not valid for other events, locations, or vendors. A new permit must be obtained for each event.</p>	✓ Temporary Events ✓ Special Events	<ol style="list-style-type: none"> Apply for Fremont County Special Event license by submitting a Food vendor application
Mobile Pre-Packaged Bottled, canned, packaged or other approved methods from a commissary or food processing plant	 <p>COLORADO Department of Public Health & Environment 2023 License to Operate: Retail Food</p> <p>License must be posted at the following location in a conspicuous place: OWNER: [Redacted] LICENSE #: RFE18088 DATE: [Redacted]</p> <p>License Valid until: 12/31/2023</p> <p>Issued By: Fremont County Department of Public Health & Environment</p>	✓ Temporary Events ✓ Special Events ✓ Anywhere permitted by county or municipal codes and regulations	<ol style="list-style-type: none"> Apply for license in county where your commissary resides by submitting a plan review Complete food vendor application
Mobile Units or Push Carts A retail food establishment that is a wheeled vehicle or trailer that is readily moveable	 <p>COLORADO Department of Public Health & Environment 2023 License to Operate: Retail Food</p> <p>License must be posted at the following location in a conspicuous place: OWNER: [Redacted] LICENSE #: RFE1678 DATE: [Redacted]</p> <p>License Valid until: 12/31/2023</p> <p>Issued By: Fremont County Department of Public Health & Environment</p>	✓ Temporary Events ✓ Special Events ✓ Anywhere permitted by county or municipal codes and regulations	<ol style="list-style-type: none"> Apply for license in county where your commissary resides by submitting a plan review Complete food vendor application

Wholesale Registration
 Approved food manufacturers do not need an additional retail food license if they are only providing **non-potentially hazardous and prepackaged** food under a wholesale registration



✓ Temporary events 1. Apply for registration with the Colorado Department of Public Health and Environment

2. Complete [food vendor application](#)

No retail food license needed. Contact Fremont County Public Health for approval.

✓ Temporary events 1. Complete a [food vendor application](#)

Sampling
 A “bite” or “swallow” (no larger) of food or drink from an approved source.

No retail food license needed. Contact Fremont County Public Health for approval.

✓ Temporary Events 1. Complete [food vendor application](#)

2. Attach copy of 501c3 Documentation

501 c3 Approved Non-profits
 Non-profit or charitable organization located within Fremont County whose operation does not exceed 52 days within a calendar year

No retail food license needed. Contact Fremont County Public Health for approval.

✓ Temporary Events 1. Complete [food vendor application](#)

2. Product labeling in compliance with [cottage food act](#) and regulations

Cottage Food
 Limited types of food products that are non-potentially hazardous

✓ Special Events 2. Product labeling in compliance with [cottage food act](#) and regulations

Caterers are **not approved** to operate at temporary and special events without obtaining a separate license. Catering is defined as a retail food establishment that provides a contracted, **prearranged number of meals and/or food products** that is prepared by a licensed retail food establishment for service and consumed at the same or another prearranged offsite location and **not available for individual sale**.

Food Safety Guidelines for Temp Events

Preparation



Use a simple menu. Use a simple menu; they are safer and easier to prepare. Only use food from approved sources. Food must be prepared or stored in a commercial commissary kitchen.



Pre-wash all produce. All produce must be washed at an approved commissary in a food prep sink or be received pre-washed (i.e. lemons for lemonade, potatoes for fries, or apples for caramel apples).



Keep foods cold during transport. Cold foods must be transported and held in approved units capable of maintaining foods at less than 41°F. Only smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, or drinks. Containers or coolers made from Styrofoam may not be used.



Cool all foods at the commissary. Foods cooked at the commissary and then cooled must be rapidly cooled from 135°F to 70°F within 2 hours, then to 41°F within an additional 4 hours. Food prepared at room temperature must be cooled to 41°F within 4 hours in a 2-4" deep container uncovered in refrigeration; in an ice bath (stirring often); in an ice bath with an ice paddle; or in refrigeration.



Store all food, utensils, equipment away from contamination. Food, utensils, equipment, and single-use items must be protected from dust, insects, customers, and other contamination while being transported, stored, used, and/or served. All food, paper products, and utensils must be stored at least 6" above the ground. Sneeze guards, covers, or other barriers must be provided to protect food from customers and other sources of contamination.

Clean-Up



Use sanitizer solution. Wiping cloths must be used with sanitizer solution and must be stored in the sanitizer between uses. Test kits must be provided and used. Sanitizer concentration requirements are as follows: Chlorine (bleach): 50-200 ppm / Quaternary ammonium: 200 ppm or as per label.

Do not wash dishes on-site. On-site washing in tubs/basins or 3-compartment sinks is not allowed. Extra serving utensils must be provided so that soiled utensils can be changed every four (4) hours.



Store and dispose of wastewater properly. All liquid waste, except drainage from clean potable ice, must be stored in a properly sized retention tank and be discharged into an approved wastewater disposal system.



Collect and dispose of garbage properly. Any solid waste, such as food debris or waste paper, must be collected and disposed of at an approved commercial establishment. A clean trash receptacle must be provided in the food booth.



Collect and dispose of grease and oil properly. Grease and oil must be collected and disposed of at an approved facility or if available at the event in a grease collection dumpster. Grease and oil must NOT be dumped into storm drains, water ways or the sanitary sewer.

Food Service



Check cooking temperatures. Use a digital food thermometer to check cooking temperatures. Measure the temperature in the thickest part of the food. Cook hamburgers and ground beef to at least 155°F, chicken or other poultry to 165°, and pork to 145°. After the food is cooked, it must be kept hot at 135° or more until it is served. If you're serving potentially hazardous foods you must have an accurate, probe-type, digital food thermometer on-site at all times during the event.



Reheat to 165°F. Any foods being reheated must reach 165°F within 30 minutes. Do not attempt to reheat any food in a crock-pot, chafing dish, or other hot-holding device; they take too long to reheat food, giving bacteria a chance to grow.



Keep cool foods at 41°F or less. Cold perishable foods must be kept at 41°F or less at all times.



Wash hands in running water. Handwashing facilities with running potable water, liquid soap, and paper towels must be provided. You may use a portable water source that allows both hands to be placed in a stream of water simultaneously, such as a container with a pullout waterspout or a Cambro-type container and a catch basin for the dirty water.



Do not touch ready-to-eat foods with bare hands. Workers may not touch ready-to-eat foods or food contact surfaces with their bare hands. Use disposable gloves, tongs, napkins, or other tools to handle food. Keep food covered at all times to protect it from insects, dust, etc. Condiments must be served from pre-approved covered containers. Animals are not allowed inside the booth.



Send sick workers home. Only healthy workers may prepare food. Anyone showing signs of illness, such as coughing, sneezing, diarrhea, vomiting, fever, etc. is not allowed in the booth. Workers must wear clean clothes. No smoking is allowed in the booth.



Use potable water only. Potable water must be available and used. A food-grade hose must be used when connecting to a potable water supply.



FREMONT COUNTY
 DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT
 201 N 6TH STREET
 CANON CITY, CO 81212
 (719) 276-7450 FAX NUMBER (719) 276-7451
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**TURN IN APPLICATION AT LEAST 2 WEEKS
 PRIOR TO EVENT**

VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS

All vendors must complete and submit to the Event Coordinator for each event in **FREMONT** County. *If no menu and no equipment changes are occurring from one event to another, the completed original may be copied and a copy submitted for each subsequent event.* Please attach a copy of your current Temporary/Special Event or mobile unit *Colorado Retail Food Establishment License*, if you are already licensed.

Event Name: _____ Date(s): _____

Please complete the following information:		
Temporary Retail Food Establishment Name		Legal Owner's Name
Establishment Address(Street Address and P.O. Box)		
City	State	Zip Code
Telephone Number ()	Fax #	
Contact Name	Contact #	
Which county issued your license?	E-mail	

All vendors shall have the original Colorado Retail Food Establishment license on premise at all times

Are you:

Unlicensed _____ *Fremont County* Non-profit (provide documentation) _____
 Licensed Temporary/Special Event (provide copy) _____ Licensed Mobile Unit (provide copy) _____

Obtaining your license from Fremont County during the event (prior arrangements must be made) _____

Approved for your license from another county but the actual license has not been issued yet (attach documentation such as a receipt for your license and a copy of an approved inspection report from that county) _____

Cottage Foods _____ (list Cottage Foods that you will be selling on Page 2 under MENU (*you don't need to complete anything beyond MENU.*))

Hours of operation of the temporary food booth for this event:

Mon _____ Tue _____ Wed _____ Thu _____
 Fri _____ Sat _____ Sun _____

How many people do you anticipate serving each day of the event? _____

Please list any additional events and dates that you plan on participating in Fremont County

Event name _____ Date _____ Location _____

FOR HEALTH DEPARTMENT USE	
Licensed _____	APPROVED
Needs a license _____	Yes _____
Non-profit _____	No _____
Fremont County issuing license during the event _____	
Cottage Foods _____	
<i>EH Specialist Signature</i> _____	<i>Date</i> _____

MENU (Please attach additional sheet, as necessary)

Please list all food products and the specific source of all food items (name of grocery chain, wholesaler, etc.)

Be sure to include items such as toppings and condiments.

Food and Drink Items	Location where obtained
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

FOOD PREPARATION

Preparation at Approved Facility or Commissary Before Event

Check which preparation procedure each menu item requires.

Food	Thaw	Cut/ Assemble	Cook/ Bake	Cool	Reheat	Cold Holding	Hot Holding
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

What is the name and location of your commissary? (Complete Commissary Agreement on page 5.)

Name: _____

Contact Person and Phone Number: _____

Cooling

How will foods be rapidly cooled to 41°F or below? (mark all that apply)

- Shallow pans (less than 4") in refrigerator or cooler
- Using an ice-bath to cool the food product
- Ice paddle or wand
- Other (specify) _____

Reheating

How will foods be re-heated to at least 165 degrees F? (mark all that apply)

- Microwave
- Grill
- Oven
- Hot plate
- Other (specify) _____

Transport

Please provide the distance that you will be transporting food to the event? _____

What equipment will you use to control temperatures during transport?

- Coolers with Ice
- Cambros for cold foods
- Cambros for hot foods
- Other (specify) _____

HANDWASHING AND FOOD HANDLING

A hand-washing station WITHIN each booth or unit is REQUIRED unless only prepackaged foods requiring no preparation and / or cooking are to be served. Please check the space below that applies to your booth / unit.

- I will be serving only prepackaged foods that require no preparation and/or cooking.
- I will be serving foods that require preparation and / or cooking and will provide the following for hand-washing:
 - 1.) a minimum of 5 gallons of warm drinking (potable) water shall be provided in a container with a 'hands-free' spigot; more water may be required based on menu, equipment and hours of operation
 - 2.) soap
 - 3.) paper towels
 - 4.) 7 gallon bucket (minimum) to catch and contain wastewater until it is properly disposed

NOTE: Hand 'sanitizers' are NOT an acceptable substitute for required hand-washing set-up.

Where will wastewater be disposed?

- Commissary
- Approved on-site receptacle at event
- Other _____

Waste water CANNOT be dumped on the ground or into storm drains. Water must be placed in approved receptacle or sanitary sewer. Please find out from event coordinator where this is located for each event.

How will you prevent bare hand contact with ready to eat foods?

- Tongs
- Food-grade disposable gloves
- Deli tissues
- Other (list) _____

Food Handling at the Booth *(Please attach additional sheets, as necessary.)*

List all menu items, including beverages, to be served from the temporary food booth. Check which food handling procedure each menu item requires at the booth.

Food	Cold Holding	Reheat	Cook/ Grill	Hot Holding	Assemble	Other
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Hot Food Items

1. How will these foods be cooked at the site? (mark all that apply)

- Grill Hot plate
- Deep fat fryer Oven
- Microwave
- Other (specify) _____

2. How will hot foods be held at 135°F or above at the event? (mark all that apply)

(Sterno or other gel fuel burners are prohibited)

- Hot holding unit Steam table
- Held under heat lamps Served immediately after cooking
- Crock-pot Held on grill until served
- Other (specify) _____

3. What utensils will you use to dispense or serve the hot items? _____

Cold Food Items

1. How will cold foods be held at 41°F or below at the event? (mark all that apply)

- Refrigerator / freezer
- Ice chest - *must be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed.*
- Other (specify) _____

2. What utensils will you use to dispense or serve the cold items? _____

3. What kind and how many food thermometers (0-220°F) do you have? _____

- Metal stem probe Thermocouple Digital

Where will utensil washing take place?

- Commissary Commercial 3-compartment sink unit

Onsite warewashing is prohibited unless otherwise approved by the Department.

What is your booth plan for flying insects and dust control, if applicable?

BOOTH LAYOUT AND MAP

Provide a drawing of the Temporary Food Establishment. Identify and describe all equipment.

The map shall include the following:

- Cooking equipment Hot and Cold Holding equipment
- Hand Washing facilities Work surfaces
- Food and Single Service storage Garbage containers
- Customer Service area

Note: Overhead protection/cover is required.

TURN IN APPLICATION AT LEAST 2 WEEKS PRIOR TO EVENT



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COMMISSARY AGREEMENT

I, _____ of _____, _____ Date _____
(Owner/Operator) (Establishment Name)

located at _____
(Address of Establishment)

do hereby give my permission to _____
(Name of Mobile Unit/Pushcart/Temporary Booth)

to use my kitchen facilities to perform the following:

Preparation of foods such as vegetables or fruits, cutting meats, cooking, cooling, reheating.	Warewashing.
Washing fresh fruits & vegetables. An approved vegetable/food-prep sink is required.	Service and cleaning of the equipment.
Filling water tanks.	Storage of food, single-service items and cleaning supplies.
Dumping wastewater.	Other (list below).

Commissary Water Supply?	Municipal	Well
Commissary Sanitary Sewer Service?	Municipal	Septic/OWTS

Indicate the equipment available at the commissary for the proposed uses:

Handsink.	Refrigeration, freezer
Vegetable/food-prep sink	Cooling equipment
Mopsink	Dry storage
3-compartment sink	Other (list below)
Dishmachine	

Commissary Owner/Operator

Phone Number _____

email address _____

The commissary for vendors operating at an event of more than one (1) day in duration shall be within 30 minutes or 30 miles of the event.

This Commissary Agreement is valid for this calendar year only.