Boulder County
Special Events Checklist

Site Plan/Route Map Requirements

General Requirements
- ☐ Site plan or route map should be:
    - ☐ Computer-generated
    - ☐ Drawn to scale drawings
    - ☐ Submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format
- ☐ If online mapping site is utilized, use 'plain', 'road', or 'parcel' view as the base to create map

Boundaries and Routes
- ☐ Include the names of all roads and/or areas that are part of proposed event
- ☐ Include auxiliary parking and production areas
- ☐ Clearly identify :
    - ☐ All access routes
    - ☐ Removable fencing
    - ☐ Exit locations

Event Infrastructure
- ☐ Identify all event infrastructure elements including:
    - ☐ Fencing, including beer gardens and production areas
    - ☐ Portable restrooms and sinks
    - ☐ The locations of recycling, zero waste, and/ or trash receptacles and dumpsters
    - ☐ Placement of any vehicles and/or trailers
    - ☐ Parking, accessible parking, drop-off, and shuttle locations
    - ☐ Medical facilities
    - ☐ Other related infrastructure components not listed above but included in your permit application

Event Operations
- ☐ Identify all event operational elements including:
    - ☐ Individual plans for each route of walk, ride, run etc. if appropriate – start/finish points
    - ☐ Command post

- □ Medical personnel along route
- □ Aid stations
- □ Sanitation facilities along route
- □ Staging areas for the event
- □ Spectator areas
- □ Identification of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- □ Other related operational components not listed above but included in your permit application.
- □ If information below is not delineated on traffic control plans, identify on site plan:
  - □ Direction of travel and all proposed lane closures for walk, ride, run etc. if appropriate
  - □ Fencing, barriers and/or barricades to articulate participant flow for walk, ride, run etc. if appropriate
  - □ Traffic control signs, and devices along route
  - □ Directional signs along route
  - □ Informational signs and banners along route
  - □ Law enforcement
  - □ Course marshals

Narrative

- □ Provide detailed narrative and timeline of event
- □ Include details regarding :
  - □ Set-up
  - □ Sound checks
  - □ Operations of proposed event activities
  - □ Dismantling of your proposed event activities
- □ If there route is associated with proposed event, include:
  - □ Turn-by-turn narrative and diagram
  - □ Proposed road/lane closures
  - □ Detours