

ATTACHMENT 3 - Conditions of Approval

Event Specific Conditions of Approval- General	Department	Why	Enforcement
City facilities remain available on a first come, first served basis. Permits do not grant exclusive use of the venue.	All	Permits do not grant exclusive use to a venue and the event organizer must be prepared for the public to also use the venue outside of the event.	No
The event organizer has read and agreed to the Standard Operating Procedures for Large Outdoor Festivals/Events.	All	Alert events to follow the procedures to protect water quality	No
If an event is on city property, the event must return the venue to pre-event condition. The city reserves the right to charge for clean up; failure to clean may affect future approval.	All	City can charge if staff must clean up.	Yes, After
Access for emergency vehicles must be maintained at all times. Fire lanes and fire hydrants must not be obstructed.	All	Ensure public safety response	Yes, Before
Failure to comply with the city's rules and regulations and the conditions of approval included in this permit will be documented by the city and may result in the imposition of additional control measures for future events and/or the denial of future event permits.	All	Ensure compliance and notification of consequences	N/A
City Clerk			
Alcohol is allowed under a separate permit issued by the City Clerk.	Clerk	Special Event Liquor permit	Yes, Before
Filming is allowed under a separate permit issued by the City Clerk.	Clerk	Film Permit	Yes, Before
Steamboat Springs Fire Rescue			
Mobile food vendors may require a permit and inspection.	Fire	Safety	Yes, Before
Tents may require a permit and inspection.	Fire	Safety	Yes, Before
Parks/Open Space/Trails			
No tent stakes are to be driven into the ground; tents must be held down with weights or water barrels only.	Parks	Protect the irrigation system	Yes, Before
Do not dump leftover ice or hot water on the grass as it will create hot spots.	Parks	Protect city property	Yes, Before
Motor vehicles are not allowed on city trails, city parks, or open space areas.	Parks/Trails	Protect the city assets	Yes, Before/During
Posting signage on tree, using nails, paint, or chalk on city property is prohibited. Signs can be placed within 48 hours of the start of the event and must be removed within 48 hours after the event.	Parks/Trails	Protect city property	Yes, Before/After
No glass allowed in city parks.	Parks	Per city ordinance	Yes, During
If the event uses city restrooms or city portable toilets, a cleaning fee will be charged.	Parks	Only when event is using city restrooms or portable toilets	Yes, After
Final participant numbers must be submitted within 2 weeks of the race and the associated trail user fees paid	Trails	Ensure timely payment, understand impact	Yes, After
Planning			
A Limited Use Permit for a temporary event may be required if your event is a temporary use, such as a festival or special sale, and takes place on private property or on public property other than parks and rights of way. This Special Activity Permit includes all requirements for a Limited Use Permit and separate review by the Department of Planning and Community Development is not necessary.	Planning	Additional conditions below that go along with this if this is applicable.	Yes, Before
In all zone districts (except CO, CY, CK, and CN) temporary events shall be limited to three occurrences per 12-month period. In CO, CY, CK, and CN zone districts, temporary events shall be limited to one occurrence per 12-month period.			
Temporary buildings or structures associated with temporary events shall comply with minimum setback standards.			

Reoccurring temporary events shall obtain approval for each occurrence.

Police

The contract with the Steamboat Springs Police Department must be signed prior to the event.	Police	Ensure contract for PD services is signed; staffing/scheduling	Yes, Before
Community Service Officers are not responsible for checking id's or searching bags/persons.	Police	Ensure understanding of responsibilities	Yes, Before/During

Streets

The event may be required to close and open a street or parking lot at specific times.	Streets	City does not have enough staffing to open and close streets/parking lots on the weekend for event producers	No
Paint may not be used on city streets.	Streets	Paint does not come off streets	No
Streets will drop off equipment and pick up the following Monday. Please return equipment to drop off location.	Streets	Confirm city equipment drop off; ensure it is returned to the same location	No
No Parking Signs are available for use of the street closure. Please contact City Hall at 970-879-2060. Signs must be put up at least 24 hours before the street closure.	Streets/City Manager	Confirm availability of equipment; ensure event responsibility	Yes

Sales Tax

All vendors must have a valid sales tax license to operate within the City of Steamboat Springs. A list of vendors must be submitted to the city no less than 2 weeks before the event.	Sales Tax	All vendors must have a city sales tax license; ensure timeliness of submission	Yes, Before
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Parks/Open Space/Trails and Streets/Parking Lots

Event will follow the approved alternative transportation plan and parking plan.	Parks/Streets	Ensure parking capacity and plan for impact to surrounding neighbors	Yes, During
Event must provide the required number of trash and recycling receptacles for attendees/participants.	Parks/Streets	Environmental Sustainability	Yes, Before/During
If the event uses city trash and recycling receptacles, the event must empty those receptacles at the end of the event.	Parks/Streets	Only when event is using city trash containers	Yes, After
Trash and recycling, including city trash and recycling containers used, must be hauled away before the end of the permitted event time.	Parks/Streets	Ensure trash/recycling is removed post event	Yes, After
Event must provide the required number of portable toilets.	Parks	Ensure the correct number of portable toilets are provided	Yes, Before/During