



2026 TEMPORARY USE PERMIT (TUP)

(Revised 1/1/2026)

Project # _____
Outdoor Vendor TUP Fee \$45.00
Special Event TUP Fee \$113.00
Non-profit (No TUP Fee)

(Application must be submitted to Planning Department 45 days before Special Event and 14 days before Outdoor Vendor may operate)

TYPE: Outdoor Vendor Special Event
Non-profit Outdoor Vendor Non-profit Special Event

1. APPLICANT INFORMATION

- a. Name of Outdoor Vendor/Special Event
b. Event Coordinator/Applicant Name
c. Mailing Address
d. Email Address
e. Phone Number (Home) (Work) (Cell)

2. PROPERTY OWNER INFORMATION

- a. Name
b. Mailing Address
c. Email Address
d. Phone Number (Home) (Work) (Cell)

3. DESCRIPTION OF TEMPORARY USE

- a. Description of Special Event/Outdoor Vendor operation
b. Site Address Site Zoning
c. Dates of Operation
d. Number of Employees Volunteers Anticipated Turnout
e. Total Number of Vendors Food Vendors
f. Event or Vendor Sales Hours Set-up & Clean-up Hours
g. Parking Plan Description
h. Street Closure? YES NO Streets affected

- i. Trash/Recycling Collection Plan *(show on site plan)*
 - a. Number of trash cans _____ Provided by _____
 - b. Number of dumpsters _____ Provided by _____
 - c. Number of recycling bins _____ Provided by _____
 - d. Responsible party for set-up & collection _____
- j. Sanitation Plan *(show on site plan)*
 - a. Number of portable toilets ____ accessible toilets ____ Provided by _____
 - b. Number of hand washing facilities ____ Provided by _____
 - c. Responsible party for set-up and collection _____
- k. Traffic Control Plan *(show on site plan)*
 - a. Number of cones ____ barricades ____ personnel ____
 - b. Responsible party for installing traffic control _____
- l. Noise Mitigation Techniques _____
- m. Tents/canopies? YES NO Anticipated number of tents/canopies ____
 - a. Do any tents/canopies exceed 1,000 SF? YES NO
(Contact NETCFDP at 719-687-1866 if tent/canopies are > 1,000 SF)
 - b. Any open flame or cooking under tent/canopies? YES NO
- n. Describe Temporary Structures *(i.e., tents/canopies, size, materials, anchoring, lighting, use/location of combustible liquids/propane, electrical cords, etc. - show on site plan)*

4. USE OF CITY PROPERTY / EQUIPMENT / PERSONNEL

City-owned property (public sidewalks, parking lots, streets, parks, electricity, etc.), City equipment (barricades, cones, picnic tables, recycling bins, etc.) and City personnel may be utilized pending availability and payment of a rental fee plus deposit. *(show on site plan)*

- a. Approximate area of leased City property *(daily rate is \$0.58 per 10 SF)* _____ SF
- b. Number of electrical outlets required _____ Days of use _____
(\$5.00 / pedestal / 4-hour increment)
- c. Equipment from Special Events Cache *(contact Public Works at 719-687-5293 to reserve)*

- d. Describe use of City personnel *(compensation shall be required)*

- e. Name of City park to be used *(park rental fees apply)* _____
- f. UPCC Pavilion on the Green use? *(call 719-687-5284)* Yes No

5. CHECKLIST AND REQUIREMENTS

Applicant to review the list and check as applicable.

Type of Permit/Policy	When Required	How to Obtain	Check if required	Check if obtained
City Business License	If <u>more</u> than two (2) events in Woodland Park per year.	Pick up at Finance or astein@woodlandpark.gov		
City Council Hearing	If camping in non-camping areas. If event falls between the hours of 9:00p.m. to 7:00a.m.	Camping: under 5.a. write that camping is planned and describe when and where the camping is planned. Events that take place between 9:00p.m. to 7a.m. please specify the time frame under section 5.f.		
Certificate of Liability Insurance	If using City property, a Commercial General Liability Insurance in the amount of \$1,000,000 for each occurrence and General Aggregate coverage of \$2,000,000 with the “ City of Woodland Park 220 W. South Avenue, Woodland Park, CO 80863 ” as additionally insured.	Contact an insurance company and provide a copy of the Certificate of Liability Insurance to the City Clerk and the Planning Departments.		
Crowd Control	If Teller County Sheriff Posse is required then request must be made through Woodland Park Police Department.	Contact Police Chief Deisler at 719-687-9262 or cdeisler@woodlandpark.gov		
Northeast Teller County Fire Protection District	If event involves City street or cooking inside tents/canopies.	Contact NETCFPD at 719-687-1866 or www.netellerfire.org		
Parks and Recreation Facility Use Permit	If using City park or open space.	Contact Parks and Recreation at 719-687-5225 or https://woodlandpark.gov/192/Parks-and-Recreation-Department & submit directly to Parks and Recreation.		
Special Events Cache Agreement	If renting City Cache items.	Contact Operations and IT Manager Rob Felts at 719-680-5053 or rfelts@woodlandpark.gov		
Special Event Permit for use of Highways	If event involves US 24 or SH 67.	Contact Colorado State Patrol at 719-635-0385 or https://csp.colorado.gov/services-we-provide/special-events & contact Colorado Department of Transportation at 719-562-5519 or gabrielj.martinez@state.co.us		
Special Event Liquor Permit	If non-profit serving liquor submit paperwork a minimum 30 days prior.	Contact City Clerk office at 719-687-2138 or nsauer@woodlandpark.gov		

Type of Permit/Policy	When Required	How to Obtain	Check if required	Check if obtained
Teller County Environmental Health Permits	If food vendors are involved.	Contact Teller County Environmental Health at 719-687-6416 or PtakK@tellercounty.gov		
Traffic Control Plan	If event involves road closure.	Contact a traffic control company and provide a copy of the contract to Public Works and Planning		
Sign Permit	If displaying a sign or banner more than 24 hours.	Contact Planning at 719-687-5202 or gahtye@woodlandpark.gov		

6. SUBMITTAL REQUIREMENTS

Applicant check if included	Submittal Item <i>(All applicable items must be included to process application)</i>
	Application: Completed application form
	Fee: See top right corner on page one (1)
	Event Site Plan: See example attached
	Location and dimensions of all on-site temporary and permanent structures.
	Location and names of on-site or adjacent streets, trails, sidewalks and street closures including barricades or cone and event signs.
	Location of all parking areas, stalls, driving lanes and loading areas including accessible parking stalls.
	Location of portable toilets, accessible toilets, hand washing stations, trash/recycling containers, dumpsters, etc.

7. SAFETY

I acknowledge that the safety of all participants involved in a special event is paramount. To facilitate a safe event, all applicable manufacturer specifications, building codes, fire codes and safety requirements for all equipment shall be followed. I have read and shall comply with the **Event Safety Guide** attached to this application.



Applicant _____
Signature
Date

8. CERTIFICATION

I, the undersigned, certify under oath and penalties of perjury that the information found in this application and site plan is true and accurate to the best of my knowledge. I certify that I understand that the event shall be in accordance with this application, site plan, the City of Woodland Park's Zoning Regulations, and other applicable City regulations and conditions imposed upon the issuance of this permit. Further, I understand that Temporary Use Permits are applicable to a specific calendar year and that new applications must be submitted January 1st for each calendar year.



Applicant _____
Signature
Date



Property Owner _____
Signature
Date

(The application will not be processed without the property owner's signature)



Event Safety Guide

ALWAYS be sure to comply with manufacturer specifications, installation manuals, product safety guidelines for tents/canopies and all equipment.

Temporary Structure Safety

- Use in a manner that is not hazardous to the user or the general public.
- Place so as to not block the access of emergency vehicles or personnel.
- Overstocking of inventories in temporary structures is not recommended.
- Read NETCFPD “Temporary Structures” and “Tents and Membrane Structures” checklists.
- For egress, see Chapter 10 of the 2015 International Building Code.
- For seating, see Chapter 10 of the 2015 International Building Code.
- For cooking, see Chapter 24 of the 2003 International Fire Code.

Electrical Safety

- The use of generators or alternative power generating methods shall follow manufacturers’ specifications and electric codes.
- Always follow safety warnings for lighting and power from requirements on products used.
- Use non-heat producing light bulbs and secure them away from combustibles.
- Always use approved ground fault circuit interrupting devices for your entire electrical use to protect against electrical shock at or around your structure.
- Extension cords across walking areas should be placed, secured or covered to prevent tripping and fall hazards.
- Do not grab energized electrical cords, lighting devices, appliances in wet conditions and if weather conditions are threatening, disconnect them as soon as possible.
- For lighting and power, see 2017 National Electrical Code.

Mechanical Safety

- Check liquid propane gas equipment, tanks, valves, hoses, fittings, and other related components or safety devices to make sure there are no defective conditions before use and use properly in accordance to manufacturer’s specifications and the International Fuel Gas Code.
- For mechanical, see 2015 International Mechanical Code.

Food Safety

- All food vendors, including anyone who sells dry goods, must have appropriate licenses.
- All event coordinators must fill out an event packet to determine who is selling food at your event and to anticipate the number of vendors that may need assistance before each event.

Sanitation Safety

- For single user portable toilet or bathing units clustered at a single location, at least five percent but no less than one toilet unit or bathing unit complying with ADA requirements shall be installed at each cluster whenever typical inaccessible units are provided. Accessible units shall be identified by the International Symbol of Accessibility.

Questions? Contact:

Building Department at 719-687-5202

NETCFPD at 719-687-1866

Teller County Environmental Health at 719-687-6416

Woodland Park Police Department at 719-687-9262

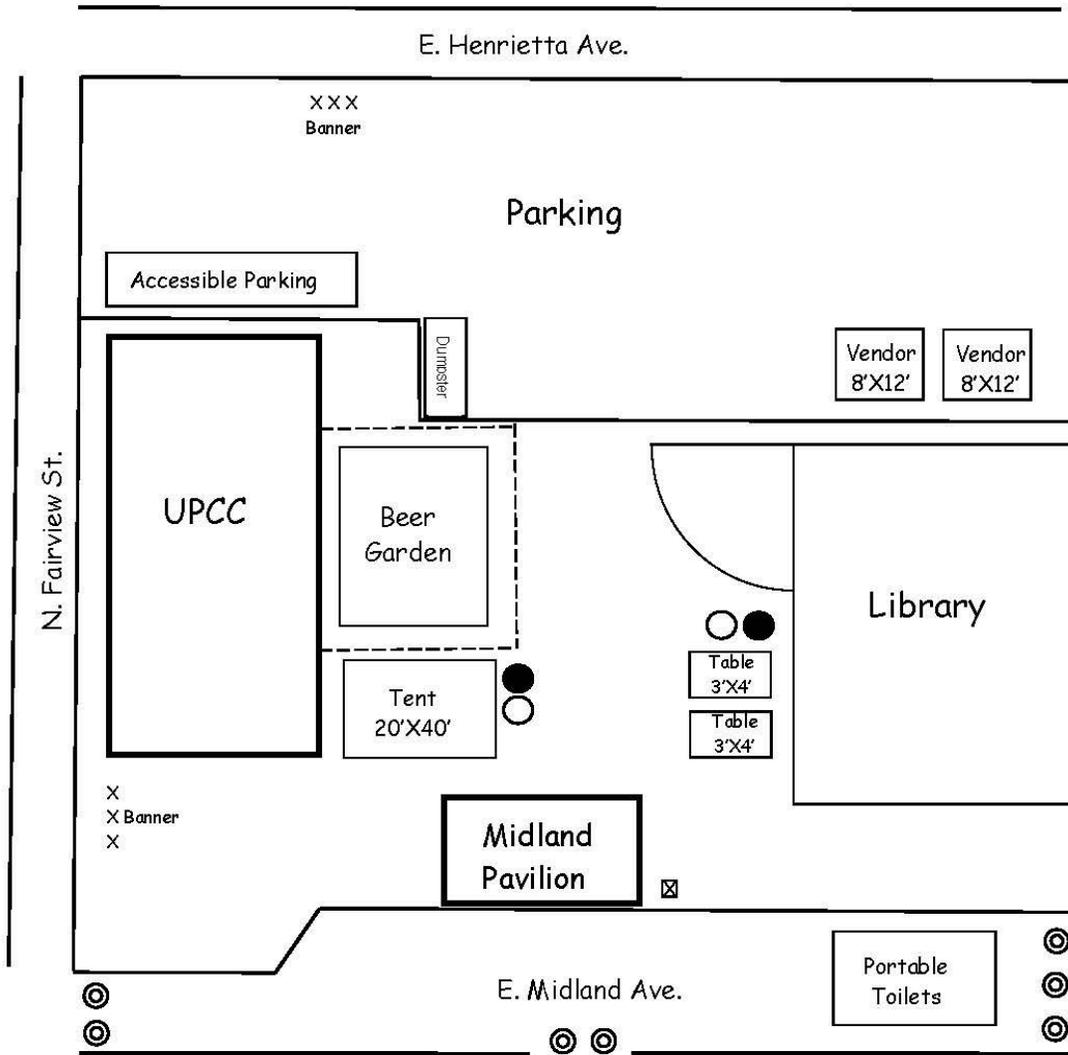
THANK YOU AND HAVE A SAFE EVENT

SPECIAL EVENT SITE PLAN

EXAMPLE EVENT
 AT UPCC & MIDLAND PAVILION
 210 E. MIDLAND AVENUE
 WOODLAND PARK, CO 80863

FOR EXAMPLE
 PURPOSES ONLY

NORTH



Drawn By: D. Slaughter 1/8/2019

City of Woodland Park Special Events Cache Agreement



<u>QUANTITY</u>	<u>ITEM</u>	<u>NUMBER REQUESTED</u>	<u>DATE RESERVED</u>
14	No Parking Sign- White	_____	_____
15	No Parking Sign- Orange	_____	_____
6	Street Closed Sign	_____	_____
20	No Alcohol Beyond This Point sign	_____	_____
11	Handicap Sign	_____	_____
42	Shuttle Event Parking Sign	_____	_____
48	Lime Green Cones	_____	_____
32	Orange Cones	_____	_____
40	Black & Yellow Cone Bars (4-7 ft.)	_____	_____
8	4 ft. Folding Barricades	_____	_____
2	A-Frame Barricades	_____	_____
15	Trash Cans*	_____	_____
9	Recycle Cans*	_____	_____
140	T-Posts	_____	_____
1	T-Post Pounder	_____	_____
500 (ft.)	Orange Construction Fencing	_____	_____
6	Picnic Tables	_____	_____
1	Generator	_____	_____
1	City Staff	_____	_____

***Applicant is responsible for emptying and servicing trash and recycling cans during the event.**

Upon rental a \$250 deposit, or 25% of total replacement value, is due, whichever amount is greater. The full deposit will be returned when **ALL** equipment is returned, in satisfactory condition. If damages or replacement costs of the borrowed equipment is GREATER than the deposit, borrower will be responsible for the difference in cost for the full replacement value of each item. **All items are subject to availability and the needs of all concurrent events and are on a first come, first-serve basis. Please call Rob Felts at (719) 687-5210.**

Event Name, Date and Time: _____

Contact Name and Phone Number: _____

Signature for check out: _____ Date checked out: _____
(Applicant or designee)

Signature for check out: _____ Date checked out: _____
(City Employee)

Signature for return: _____ Date returned: _____
(Applicant or designee)



Cache Addendum

<u>Item Description</u>	<u>Replacement Cost</u>	<u>Rental Fee</u>
No Parking Sign- White	\$45.00	\$2.00
No Parking Sign- Orange	\$45.00	\$2.00
Street Closed Sign	\$45.00	\$2.00
No Alcohol Beyond This Point Sign	\$45.00	\$2.00
Handicap Sign	\$45.00	\$2.00
Shuttle Event Parking Sign	\$45.00	\$2.00
Lime Green Cones	\$40.00	\$2.00
Orange Cones	\$40.00	\$2.00
Black & Yellow Cone Bars (4-7 ft.)	\$35.00	\$2.00
4 ft. Folding Barricades	\$150.00	\$4.00
A-Frame Barricades	\$150.00	\$4.00
Trash Cans	\$373.00	\$10.00
Recycle Cans	\$702.00	\$10.00
T-Posts	\$75.00	\$2.00
T-Post Pounder	\$150.00	\$4.00
Orange Construction Fencing	\$75.00 per 100 ft.	\$2.00 per 100 ft.
Picnic Tables	\$500.00	\$10.00
Hand-washing Stations	\$879.00	\$10.00
Generator per event (when available)		\$5.00
Electricity (4 hours usage)		\$5.00
Hand soap		Varies
Zip ties		.25
Toilet paper (per roll)		\$5.00
Trash bags (per bag)		\$1.00
City Staff	N/A	\$25.00 per hour