

Special Event/Temporary Commercial Use



COMMUNITY DEVELOPMENT

Pitkin County Community Development

The temporary commercial use and occupancy of public or private land and/or roadways for commercial activities or special events may be permitted by the Community Development Director, subject to compliance with standards as stated in the Pitkin County Land Use Code.

The Community Development Department coordinates the review of these activities/events by various referral agencies in order to ensure the activities/events are conducted in a safe manner, and that any impacts on the community or on public resources are mitigated by the permittee.

Special Events include, but are not limited to the following:

- Public events for amusement or entertainment, such as concerts or festivals,
- Fund-raising or non-commercial events to benefit nonprofit religious, educational, or community service organizations, and
- Footraces and bike races.

Temporary Commercial Uses include, but are not limited to the following:

- Filming of movies or commercials, and
- Trade shows.

The permittee is required by the Pitkin County Land Use Code to demonstrate that adequate provisions have been made for police supervision, public parking, insurance, site set-up, maintenance and clean-up, emergency services, and safety of operations. A permit will not be issued unless these requirements are satisfied. Special event applicants are required to fill out a Temporary Commercial Use/Special Event application, which is available in the Pitkin County Community Development Department, or on our website at <http://specialevents.aspenpitkin.com/>.

EXEMPT EVENTS:

- Is this a fund-raising or non-commercial event for a non-profit religious, educational, or community service organization?
- Will the event be conducted entirely (including parking) in a permanent facility on private property owned or leased by the sponsoring agency?
- Will the event have a maximum duration of 1 day and be limited to the hours between 8:00 AM and 9:00 PM?

If you answered **YES** to **ALL** of the questions above, then a permit from the Community Development Department is **NOT required**. However, you *must still* obtain any other required permits or approvals, such as a special events liquor license. **Notice of the time and place of the event and estimated attendance must be provided to the Pitkin County Sheriff and Engineer at least 72 hours prior to the event.**

If you answered **NO** to **ANY** or **ALL** of the questions above, you must complete the Temporary Commercial Use/Special Event application and submit it and all required attachments to the Community Development Department for review. https://secure.webcreate.com/clients/login_aspen.cfm.

PLEASE NOTE:

The Community Development Department will be the primary contact for permittee during the review process. Once the completed application is submitted, the Community Development Department will distribute the application to the necessary referral agencies and will schedule a date for the Special Event Committee to review the application. Sign-off by all of the required referral agencies will constitute the approved permit, unless further review and approval by the Board of County Commissioners is deemed necessary by the Community Development Director. Events of a duration longer than 72 hours must be approved by the BOCC.

ALL APPLICATIONS MUST BE SUBMITTED AT LEAST 60-90 DAYS PRIOR TO THE EVENT. Each Temporary Commercial Use/Special Event permit has a base fee of \$650 (Minor Events) or \$1,950 (Major Events) per Ordinance No. 012-2016.

A Temporary Contractor's License and Building Permit are required if the event includes the erection of staging or other structures. Contact the Fire Marshal if you will be setting up a tent. Separate permits are required for electrical, plumbing, heating, ventilating or air conditioning. Portable restroom facilities must include handicapped-accessible units. Contact the Environmental Health Department if the event includes food service.

Contact Pitkin County Community Development Department's Planning Technician for specific details about this permit, the application and application submission requirements.

Information subject to change without notice.
Reference the Pitkin County Land Use Code
for all legal matters and for specific details.
Temporary Commercial Uses:
Land Use Code Section 4-30-50(j)

Community Development

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