



## **Limited Event Permit (LEP) Procedural Guide**

Department of Planning Services  
1402 N. 17<sup>TH</sup> Avenue, P.O. Box 758, Greeley, CO 80632  
970-400-6100 | [www.weld.gov](http://www.weld.gov)

Submit all the application components as separate documents in .pdf format in the order outlined in the checklist below.

Application must be complete and submitted at least 30 days prior to the event.

### **Submittal Requirements:**

- Application Form. (See attached).
- Authorization Form, if applicable. (See attached).
- Completed questionnaire. (See attached).
- Deed identifying the surface estate ownership in the property.
- Articles of Organization or Incorporation documents if the owner is a business entity. Include Statement/Delegation of Authority documentation.
- Trustee documents if the owner is a Trust.
- Proof of Insurance. The amount of aggregate coverage shall be \$500,000, unless the Board of County Commissioners requires a greater amount at the hearing. Additional Names Insureds shall include the County of Weld, by and through its Board of County Commissioners, its elected officials, and employees.
- Financial guarantee in the form of a cash retainer or bond from a financial institution licensed to do business in the state in an amount of \$500 for events where the maximum number of attendees is between 100 and 250, or \$3,000 where the maximum number of attendees is more than 250, unless the Board of County Commissioners requires a greater amount at the hearing. A bond must be irrevocable for a period of at least 30 days following the date of the event. The financial guarantee will be released by the County as soon as possible after the event, after determination that the site has been adequately cleaned up and restored from any impacts of the event, but no later than 30 days following the event. If the permit is suspended or revoked by the Board of County Commissioners for violations of applicable law, rule, or regulation, for violation of the specific permit conditions, or for any misrepresentation by the applicant, his or her agents, employees, or independent contractors, the financial guarantee may be forfeited.
- A Signed Statement of Taxes from the County Treasurer showing no delinquent property taxes for the subject property. The Statement shall be from the current tax year.
- Buffer Report of the names, addresses and parcel numbers of the surrounding property owners within 500 feet of the property (to be provided by Planning Staff)
- Any other item(s) deemed necessary by the Departments of Planning Services, Public Works or Public Health and Environment.
- Application fee (\$150, unless a liquor license fee is associated with the event). Fees are non-refundable and due at time of application submittal. Fees are set by the Board of County Commissioners and Staff is not authorized to negotiate fees and cannot, under any circumstance, change, reduce, or amend the fees set forth in the Weld County Planning Fee Schedule, per Chapter 5, Appendix 5-J of the Weld County Code. A 2.8% service fee will be included with credit card payments.

\_\_\_\_\_ Plot plan showing the following. Please use the Weld County Assessor's Property Portal (<https://www.co.weld.co.us/maps/propertyportal/>)

- \_\_\_\_\_ Property lines.
- \_\_\_\_\_ Existing and proposed structures. Indicate whether proposed structures are temporary or will remain after the event.
- \_\_\_\_\_ Event areas.
- \_\_\_\_\_ Emergency vehicle parking and turn-around areas.
- \_\_\_\_\_ Parking areas including the number of spaces (minimum of 1 space per 4 attendees, minimum 9-foot width each) and surface material.
- \_\_\_\_\_ Pedestrian walkways and entrance(s)
- \_\_\_\_\_ First aid tent/structure, if any.
- \_\_\_\_\_ Security location and any checkpoints.
- \_\_\_\_\_ Location of potable water, toilets, and hand-washing stations.
- \_\_\_\_\_ Location of food vendors, if any.
- \_\_\_\_\_ Location of solid waste disposal methods (trash cans, etc.)
- \_\_\_\_\_ Existing oil and gas facilities.
- \_\_\_\_\_ Existing accesses (driveways) on the property and any proposed temporary access (separate permit required).
- \_\_\_\_\_ Adjacent roads.

When the application is submitted, the Planning Department will provide a sign to be posted on the property by the applicant. Take a digital photo of the sign on the property and email it to the case planner at least 10 days prior to the Board of County Commissioners hearing. The sign shall be posted adjacent to and visible from a public road. In the event the property is not adjacent to a public road, one sign shall be posted in the most prominent place on the property and a second sign posted at the access to the property. The sign will include the following information:

1. Limited Event permit number provided by the Planning Department.
2. Date and time of the Board of County Commissioners hearing provided by the Planning Department.
4. Applicant's name.
5. Size of the property.
6. Specific information about the Limited Event, including date and purpose.

**Limited Event Permit (LEP) Application  
Procedural Guide**

<u>Planning Department Use:</u>	Date Received:
Amount \$ _____	Case # Assigned: _____
Application Received By: _____	Planner Assigned: _____

**Date(s) of event:** \_\_\_\_\_ **Alternate date(s):** \_\_\_\_\_

**Is this the 1<sup>st</sup> event on the property this calendar year?**  Yes (1<sup>st</sup>)  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

**Parcel #** \_\_\_\_\_ **Address:** \_\_\_\_\_

(12-digit number – found on Tax I.D. information, obtainable at the Weld County Assessor's map found at [www.weld.gov](http://www.weld.gov))

**Legal Description:** \_\_\_\_\_

Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ West 6<sup>th</sup> PM

**PROPERTY OWNER(S) (Attach additional sheets if necessary.)**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

**PROPERTY OWNER(S) (Attach additional sheets if necessary.)**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

**APPLICANT/AUTHORIZED AGENT (Authorization Form must be included if there is an Authorized Agent)**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

I (We) hereby depose and state under penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my (our) knowledge. I (We) also agree to indemnify and hold harmless Weld County, its agents, officers, contractors, and employees from any liability or causes of action that might arise by reason of granting of this permit, and from any costs incurred in defending against such actions or in any clean-up or restoration resulting from the event.

All fee owners of the property must sign this application. If a corporation is the fee owner, notarized evidence must be included showing the signatory has the legal authority to sign for the corporation.

Signature (property owner)	Date	Signature (property owner)	Date
Print		Print	
Signature (applicant, if different)	Date	Signature (property owner or additional applicant)	Date
Print		Print	



Departments of Planning  
Building, Development Review  
and Environmental Health  
1402 North 17<sup>TH</sup> Avenue  
P.O. Box 758  
Greeley, CO 80632

## Authorization Form

I, (We), \_\_\_\_\_, give permission to \_\_\_\_\_  
(Owner – please print) (Authorized Agent/Applicant–please print)

to apply for any **Planning, Building, Access, Grading or OWTS** permits on our behalf, for the property located at (address or parcel number) below:

Legal Description: \_\_\_\_\_ of Section \_\_\_\_\_, Township \_\_\_\_\_ N, Range \_\_\_\_\_ W

Subdivision Name: \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

### Property Owners Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Authorized Agent/Applicant Contact Information:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Correspondence to be sent to: Owner \_\_\_\_\_ Authorized Agent/Applicant \_\_\_\_\_ by: Mail \_\_\_\_\_ Email \_\_\_\_\_

Additional Info: \_\_\_\_\_

**I (We) hereby certify, under penalty of perjury and after carefully reading the entire contents of this document, that the information stated above is true and correct to the best of my (our) knowledge.**

Date \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature

Owner Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by

My commission expires \_\_\_\_\_

## Notary Public

## **Limited Event Permit (LEP) Questionnaire**

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Answer the following questions on a separate document to be submitted with the application.

1. List the person or people to be contacted in the event of an emergency, including names and phone numbers.
2. Explain the nature and purpose of the request. Describe the site where the event will occur and whether the event will be managed by the property owner or another person or entity (authorized agent).
3. Describe efforts to contact owners of property within 500 feet of the boundaries of the subject property, whether a neighborhood meeting was held, and, if so, how notification was provided. (Do not attempt to contact County Commissioners prior to the hearing.)
4. Provide the dates and hours of the event. (Each LEP is valid for up to 3 consecutive days. Events must end by 10 p.m. each night. No overnight camping.)
5. Maximum number of attendees allowed at any one time. Describe the method of enforcing this limit.
6. Maximum number of tickets to be sold, if any, and anticipated total attendance.
7. Describe existing and proposed structures. Separate building permits may be required.
8. Describe plans to provide for emergency medical treatment for attendees. Include any first-aid structures, the names, addresses, and hours of availability of emergency medical technicians and nurses, and provisions for emergency ambulance services. Attach contract, agreement, or email for the company providing standby emergency medical services.
9. Describe plans for communication with hospital, police, and fire services. Including the source, amount, and location of communication equipment. (In an emergency, call 911.)
10. Describe plans for fire suppression.
11. Describe plans for security. Include the number of guards and attach contract, agreement, or email.
12. Describe plans for communication to attendees during the event. Include the source, amount, and location of communication equipment.

13. Describe plans for emergency evacuation and/or emergency shelter. Contact the Weld County Office of Emergency Management at 970-304-6540 or 800-436-9276 (ext. 3809). (In an emergency, call 911.)
14. Describe plans for supplying drinking water. Include the source, number, and location of facilities.
15. Describe plans for supplying toilet and hand-washing facilities. Attach contract, agreement, or email for the company providing portable toilets.
16. Describe plans for waste disposal and control of insects and rodents. Describe plans for clean-up of any waste resulting from the event.
17. Describe any plans for restoration of the site.
18. If food vendors will be present, provide their names, addresses, and permit numbers. Describe any plans for meeting health standards for food vendors.  
See <https://www.weld.gov/Government/Departments/Health-and-Environment/Environmental-Health/Food-Safety/Food-Vending-at-Events>.
19. Will alcohol be provided or allowed at the event? (Separate liquor license required.)
20. Describe any plans to illuminate the location of the event, including the source and amount of power, and the location of lamps.
21. Describe any plans for sound control and sound amplification. Include the number, location, and power of any amplifiers and speakers.
22. Describe transportation routes to the event, traffic control, access to the site, and on-site and off-site parking, including number of spaces and surface material. Include authorization from other owners/lessees if the access is shared, and authorization from owners for any off-site parking areas.
23. Describe plans for dust abatement.
24. Describe any plans for an electrical system. Separate permits are required if existing systems are not self-supporting.
25. List or provide evidence of any other required permits that have been applied for or obtained, such as liquor license, building permit, utility permit, access permit, floodplain permit, grading permit, Health Department event coordinator permit, right-of-way permit, and Colorado State Patrol permit for events that may impact a state highway (<https://csp.colorado.gov/services-we-provide/special-events>).

## **Limited Event Permit (LEP) Summary of Code Provisions**

Refer to Ordinance2023-09 or Chapter 23, Article IV, Division 18 of the Weld County Code.

The complete application including proof of insurance and financial guarantee (if attendance will be more than 100 people) must be submitted to the Weld County Planning Department at least 30 days prior to the event. Submitting earlier is encouraged. In some circumstances, the Board of County Commissioners (BOCC) may continue the hearing to a later date. If you need other permits, such as building permits, additional time may be required in order to ensure inspections are complete prior to the event.

A Limited Event Permit may be for up to three consecutive days.

No more than one event is allowed on a property in a single month.

No more than four events are allowed on a property in a single year. Each event requires a separate application and permit.

A Limited Event Permit is required for events in unincorporated Weld County with more than 30 attendees, where the property is rented for the event or where attendees pay or donate to attend, unless the property is zoned for such events. (For example, an event at a church where capacity will not exceed the maximum seating capacity of the church by more than 30 people does not require a permit.) These events are not allowed in Residential or Estate zoning districts or Planned Unit Developments with those uses.

The application will be referred to other departments and agencies for comments. Notice will also be provided in the newspaper, online, and by mail to the owners of property within 500 feet of the subject property. You will also be given a sign to post on the property with information about the hearing.

You need to attempt to contact the property owners within 500 feet prior to the hearing. You may do so before applying. You can go door to door or mail them a letter with information and ask them to call you, or you can hold a neighborhood meeting and send notice to them.

**Public Hearing:**

The property owner or authorized agent needs to be present at the BOCC hearing.

Staff will present a report to the BOCC at the hearing. The criteria for approval are:

1. The applicant has demonstrated that the limited event is compatible with existing and allowed land uses in the neighborhood.
2. The applicant has demonstrated that the limited event will comply with all applicable requirements of this Division and this Code.
3. The applicant has demonstrated that the limited event will result in no substantial adverse impact to other land uses and/or residences in the neighborhood, including environmentally sensitive areas or features or other lands.
4. The applicant has demonstrated that the limited event has addressed the recommendations of the referral entities.

The application will be provided to the BOCC beforehand, but you will be given time to speak to the BOCC about your event at the public hearing. The BOCC may also have questions for you. Anyone from the public wishing to speak on the proposal will also be given the opportunity, and you will have an opportunity to respond.

If approved, the permit will have performance standards that you must agree to abide by.

If performance standards are not met or any applicable code provision or other law is violated, the permit may be revoked and the event stopped by the Sheriff's Office.

## Contact Information and Office Locations

### **Weld County Planning, Building and Development Review**

1402 N 17<sup>th</sup> Avenue  
PO Box 758  
Greeley, CO 80632  
(970) 400-6100  
[www.weld.gov/Government/Departments/Planning-and-Zoning](http://www.weld.gov/Government/Departments/Planning-and-Zoning)  
[www.weld.gov/Government/Departments/Building](http://www.weld.gov/Government/Departments/Building)

### **Weld County Department of Public Health and Environment**

*Weld County Septic Permits*  
*On Site Waste Water Systems (OWTS)*  
1555 N 17<sup>th</sup> Avenue  
Greeley, CO 80631  
(970) 304-6415  
[www.weld.gov/Government/Departments/Health-and-Environment](http://www.weld.gov/Government/Departments/Health-and-Environment)

### **Colorado Department of Transportation (CDOT)**

10601 W. 10<sup>th</sup> Street  
Greeley, CO 80634  
(970) 353-1232  
[www.codot.gov/](http://www.codot.gov/)

### **Division of Water Resources**

*Water Wells*  
1313 Sherman St. Ste. 821  
Denver, CO 80203  
(303) 866-3581 ext. 0

1809 56<sup>th</sup> Avenue  
Greeley, CO 80634  
(970) 352-8712  
<https://dwr.colorado.gov/>

Well Permitting Information:

<https://dwr.colorado.gov/services/well-permitting>

### **Soil Conservation Districts**

Boulder Valley and Longmont – (303) 776-4034  
Brighton & Southeast Weld – (303) 659-0525  
Centennial – (970) 522-7440 ext. 3  
Greeley – (970) 356-6506  
Larimer (Big Thompson & Ft. Collins) – (970) 295-5658  
Morgan – (970) 867-9659 ext. 4  
Platte Valley – (303) 857-6721  
Southeast Weld – (303) 659-7004 ext. 101  
West Adams – (303) 659-2080  
[www.coloradoacd.org](http://www.coloradoacd.org)

### **Colorado Geological Survey**

#### **Division of Minerals and Geology**

1313 Sherman Street  
Room 715  
Denver, CO 80203  
(303) 384-2643  
[www.coloradogeologicalsurvey.org](http://www.coloradogeologicalsurvey.org)