

Parks, Recreation & Cultural Services Department (PRCS)
REVOCABLE PERMIT APPLICATION
for Temporary Access to City Park and Trail Property



Application Process

- 1) Complete the application and return to:
Attention: Jake Butterfield
Parks, Recreation & Cultural Services Administration
1401 Recreation Way
Colorado Springs, CO 80905
- 2) Please allow five to seven business days for processing
- 3) **Upon approval, the applicant will be assessed a \$100 fee payable at:**
Parks, Recreation & Cultural Services Administration
1401 Recreation Way
Colorado Springs, CO 80905
Monday-Friday; 8 am-5 pm (Closed City Holidays)
Payment Options: Cash, Money Order, Checks (payable to PRCS) Visa, MasterCard, American Express and Discover

Questions can be addressed to Jake Butterfield at Jacob.Butterfield@coloradosprings.gov

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|--------------------------|-------|---|-------|
| Applicant: | _____ | Contact Name (if different): | _____ |
| Mailing Address: | _____ | City/State/Zip: | _____ |
| Contact Phone(s): | _____ | Fax: | _____ |
| Email: | _____ | | |

Activity: On an attached sheet please describe the proposed work in detail; describe why this work must occur on park property; and provide an 8"x11.5" map showing where the proposed work will occur, points of access, and any potential park/trail/open space impacts. Applicant is required to submit photographs of proposed work area.

If work will occur on private property, please provide the property address:

Address: _____ Zip: _____

Is there reasonable access to the project site other than over park/trail property? Yes No

Date(s) of Activity: _____

Does your activity require Trail Detour, Irrigation/Utility Locate, or Impact to Trees? Yes No

Minimum conditions for issuance of Revocable Permit:

- Park and trail user safety must be maintained at all times.
- Permittee shall comply with the City of Colorado Springs Construction Detour Standards for Multi-Use Trails and all other conditions deemed necessary by the City to protect user safety and public property.
- Permittee is required to provide insurance coverage in the name of the permittee with the City named as an additional insured. Minimum coverage required is five hundred thousand dollars (\$500,000.00) combined single limit for bodily injury and property damage for each occurrence or claim made with an aggregate of one million dollars (\$1,000,000.00). All policies shall be kept in force for the period of the permit. Certificate holder should be listed as:

City of Colorado Springs, 1401 Recreation Way, Colorado Springs, CO 80905

Proof of insurance coverage must be received by the PRCS Department before the revocable permit will be issued.

- Permittee shall be responsible for any and all damages to property or injury to persons arising out of the exercise of the permit or the construction, installation or maintenance of any device or structure.
- Permittee shall repair and/or replace all disturbed areas to the original condition upon completion of the project.
- Permittee is subject to and shall comply with all requirements and sections of City Code Chapter 4.

Permit will be available for pick up or mailed after authorization is approved.

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|---------------------|------------|-------|
| _____ | _____ | _____ |
| Applicant Signature | Print Name | Date |