



parks · recreation · cultural services

SPECIAL EVENTS

SITE PLAN GUIDELINES for SPECIAL EVENTS

2016

The site plan you provide with your Special Event Permit Application is a visual representation of the infrastructure and operational elements that are described in your permit application including all stationary elements and moving routes.

Special event permits issued by the City of Colorado Springs will only be valid for the venue areas and event elements described in the permit application and site plan. Modifications may be required during the permit review process and will be incorporated in the final permit. This guideline is provided to assist in the development of a site plan.

TECHNICAL SPECIFICATIONS

- Site plans should be produced in a clear and legible format on 8 1/2" x 11" or 8 1/2" x 14" sized paper.
- When using an online mapping site, use 'plain', 'road', or 'parcel' views as the base to create a map specific to the event.
- Do not use 'aerial' or 'ortho' type photomaps as the base for your primary site plan.
- These map types may be submitted to provide supplemental information.

BOUNDRIES and ROUTES

- Include the names of streets and/or areas that are part of the proposed event; including auxiliary parking and production areas.
- For event activities that include moving routes (parade, run, cycling, etc.) the direction of travel and all proposed lane closures must be depicted on the site plan.
- The location of fencing, barriers and or barricades must be included on the site plan including barriers used to denote stationary elements such as beer gardens or to accommodate participant flow for athletic events.
- Identify a minimum of twenty-foot (20') emergency access lanes as necessary.
- All access routes, removable fencing and exit locations should be clearly identified.

EVENT INFRASTRUCTURE

Site plans shall include all elements identified in the permit application including but not limited to:

- Fencing, including beer gardens and production areas
- Portable restrooms and sinks
- Trash and recycling containers and dumpsters
- Water stations, water and ice supplies
- Generators and other sources of electricity
- Fuel storage facilities
- Location of fire hydrants and fire department connections

For questions, contact the:

Office of Special Events
1401 Recreation Way
Colorado Springs, CO 80905

719-385-5940 • www.coloradosprings.gov/SpecialEvents • events@springsgov.com

Placement of any vehicles and/or trailers including production and shuttle areas. Portable, prefabricated or site built structures, bridges, inflatables, hot-air balloons, staging, platforms, bleachers, or grandstands.
Other related infrastructure components not listed above but included in the permit application.

EVENT OPERATIONS

Site plans shall include all operational elements identified in the permit application including but not limited to:

- Stages and entertainment areas
- Inflatables, hot-air balloons, mechanical rides, climbing walls, obstacle courses, games, petting zoo, animal rides, children/teen areas, sports demonstrations and other activities
- Tents, canopies and/or booths
- Booth identification of all vendors cooking with flammable gases, open flames or barbeque grills
- Location of fire extinguishers. Location of beer garden(s)
- Exits
- Furniture including tables and seating
- Signs, banners, pennants, flags, streamers, decorations or special lighting
- Parking, accessible parking, drop-off, limo/taxi zone, and shuttle locations
- Other related operational components not listed above but included in the permit application

NARRATIVE

To supplement your site plan, provide a detailed narrative and/or timeline of the event. The narrative should include all elements identified in the permit application including but not limited to:

- Description of activities Schedule of entertainment Time of set-up and tear-down Sound checks
- Turn by turn description of moving routes including the names of all proposed street/lane closures, detours, etc.

For questions, contact the:

Office of Special Events
1401 Recreation Way
Colorado Springs, CO 80905

719-385-5940 ● www.coloradosprings.gov/SpecialEvents ● events@springsgov.com