



## **Site Plan Guidelines for Special Events**

The site plan you provide with your Special Event Application is a visual representative 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 Cripple Creek 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 Application Hearing process and will be incorporated in the final permit. This guideline is provided to assist in the development of your site plan.

### **TECHNICAL SPECIFICATIONS**

- Your site plan should be produced in a clear and legible format on 8.5"x11" or 8.5"x14" sized paper. Multiple pages can be used if your area is very large, or if there are areas which need to be expanded for detail.
- When using an online mapping site, use 'plain', 'street', or 'parcel' views as the base to create your master map specific to the event. Enlarge the map to eliminate any unnecessary surrounding properties which are not within the event boundaries or impacted by the event.
- 'Aerial' or 'ortho' map views may be submitted to provide supplemental information but should not be used as the master map.

### **BOUNDARIES & ROUTES**

- Include the names of streets and/or areas that are part of the proposed event; including auxiliary parking, and production areas, or impacted streets
- For event activities that include moving routes (parades, 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 sixteen-foot (16') fire lane on your site plan
- All access routes, removable fencing and exit locations should be clearly identified

### **EVENT INFRASTRUCTURE**

Your site plan shall include all elements identified in the permit application including but not limited to:

- Fencing, including beer gardens and production areas, queues, VIP areas, etc.
- Portable restroom & hand wash stations - locations, quantities, and type (regular/ADA)
- Trash and recycling containers and dumpsters

- Water stations, water & ice supplies, hand sanitizer locations
- Generators and other sources of electricity
- Fuel storage facilities
- Location of fire hydrants and fire department connections
- Placement of any vehicles and/or trailers, including production and shuttle areas
- Portable prefabricated or site-built structures, bridges, inflatables, hot-air balloons, stage platforms, bleachers, grandstands, or amusement rides
- Evacuation Routes
- Traffic check points – Police/security locations

### **EVENT OPERATIONS**

Your site plan shall include all operational elements identified in the permit application including but not limited to:

- Stage and entertainment areas – sound booth
- Inflatables, hot-air balloons, mechanical rides, climbing walls, obstacle courses, games, petting zoo, animal rides, children/teen areas, sport demonstrations, and other activities
- Tents, canopies, and/or booths
- Booth identification of all vendors cooking with flammable gases, open flames, or bbq grills
- Location of fire extinguishers
- Location of beer garden(s), alcohol serving areas, liquor licensed space
- Access and exit points
- Medical stations/First Aid – Lost & Found, including lost children collection point
- Furniture including tables and seating
- Signs, banners, pennants, flags, streamers, decorations or special lighting
- Parking, accessible parking, drop-off, limo/taxi/rideshare zone(s), and shuttle locations
- Bike corrals
- Staging areas, viewing areas, high-risk activity areas
- Firework/Pyrotechnic safety zones
- Pedestrian/Vehicle traffic flow and control points

### **NARRATIVE**

To supplement your site plan, provide a very detailed narrative and timeline of the event. The narrative should include all elements identified in the permit application 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 names of all proposed street/lane closures, detours, etc.
- Timeline, include start times and end times of activities