



**ROUTT COUNTY**  
**PLANNING DEPARTMENT**  
 136 6th Street, Suite 200  
 Steamboat Springs, CO 80477  
 Ph: (970) 879-2704

<b>OFFICE USE</b>	Presubmittal Code <u>PS22-025</u>
	Planner Initials <u>MF</u>
	Identifier <u>Oak Creek Labor Day</u>

**SUBMITTAL CHECKLIST  
 PERMIT—SPECIAL EVENT**

*This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.*

Project Type Minor Use Planning Type Special Event

- Application fee \$150
- Proof of ownership: Deed or Assessor's Property Record Card
- Statement of Authority, if required
- Vicinity map
- Written narrative / description of proposed event, including the following information, as applicable:
  - Description of event
  - Dates and hours of event
  - Description of sanitary facilities to be used
  - Anticipated traffic
  - Description of temporary facilities, if any
- Sketch plan illustrating the following information, as applicable:
  - Location and size of all proposed event use areas
  - Location and capacity of proposed parking areas
  - Site access
- Other permit approvals that may be applicable include:
  - Liquor License (County Clerk)
  - Food Service Permit (Environmental Health)
  - Special Event Permit (Road & Bridge)
  - Extra Duty Request (Sheriff)
- Additional information as required by Planning Director \_\_\_\_\_

**Owner Signature(s)**

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

Erika Petersen  
 Owner's Signature

\_\_\_\_\_  
 Owner's Signature

Erika Petersen  
 Print/type name of owner

Town of Oak Creek  
 Print/type name of owner