



## 19 PUEBLOS DISTRICT

### TEMPORARY LAND USE PERMIT APPLICATION

### SPECIAL EVENT

**Instructions:** Applicant must complete all the requested information or indicate N/A where appropriate. Incomplete applications will not be processed. Applicant may be requested to provide additional information or documents as needed. Attach additional pages, drawings, photos or documents as needed. No proposed temporary land use of District Lands for a special event may proceed until the application is reviewed and approved for a Temporary Land Use Permit by the District.

**Purpose:** A special event is an event that has a duration that is temporary in nature. A Temporary Land Use Permit for a special event grants authorization to temporarily use District Lands for such event.

**Applicability:** A Temporary Land Use Permit for a Special Event shall be required only if the event and associated activities do any of the following: 1) Use areas of the District Lands that are outside of the normal usage or use more area than the business/entity within the District normally uses such as using parking lots for stands, music, storage or staging, etc.; 2) prevents vehicular or pedestrian access and use of District streets, parking lots, or sidewalks. A Temporary Land Use Permit for a Special Event is not required for events that are conducted entirely within the business or entity's building or facility and does not require use of any additional areas of the District Lands. If in doubt whether an event will require a Temporary Land Use Permit, please contact the District Manager's Office at (505) 238-7350 or (505) 212-7028.

#### **APPLICANT INFORMATION:**

NAME OF APPLICANT: \_\_\_\_\_

BUSINESS/ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

CONTACT E-MAIL: \_\_\_\_\_

#### **PROPOSED TEMPORARY LAND USE – SPECIAL EVENT:**

1. NAME OF PROPOSED SPECIAL EVENT: \_\_\_\_\_

2. BRIEFLY DESCRIBE THE EVENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. LOCATION/ADDRESS OF PROPOSED EVENT: \_\_\_\_\_

\_\_\_\_\_

4. PHYSICAL FEATURES AND ACREAGE NEEDED (tents, fencing, portable restrooms): \_\_\_\_\_

\_\_\_\_\_

5. EVENT SET UP DATE AND TIME: \_\_\_\_\_

6. DAILY START AND STOP TIMES OF EVENT: \_\_\_\_\_

7. EVENT TEAR-DOWN DATE AND TIME: \_\_\_\_\_

8. WILL OTHER DISTRICT LANDS BE NEEDED DURING EVENT? IF SO, WHERE AND FOR WHAT PURPOSE (i.e. storage, staging area, etc.)? \_\_\_\_\_  
\_\_\_\_\_

9. IMPACT THE EVENT WILL HAVE ON SURROUNDING BUSINESSES OR LAND USES (i.e. limiting parking, limited access to businesses, noise, etc.): \_\_\_\_\_  
\_\_\_\_\_

10. DOES THE APPLICANT HAVE INSURANCE THAT COVERS THE PROPOSED EVENT? \_\_\_\_\_

11. WILL ALCOHOL BE SERVED AT THE EVENT? \_\_\_\_ YES \_\_\_\_ NO. IF YES, HAS APPLICANT APPLIED FOR AND RECEIVED SPECIAL EVENT LIQUOR PERMIT FROM THE DISTRICT? (Describe status of liquor permit) \_\_\_\_\_

**CERTIFICATION OF APPLICANT:** The undersigned represents that they have full authority to complete and execute this Application, and that the representations and statements herein are true, complete, and accurate to the best of their knowledge and belief. The undersigned certifies that they will notify the District Manager of any changes to the Application information after the date of submission.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Title

**19 PUEBLOS DISTRICT USE ONLY BELOW THIS LINE:**

Date Application Received by District: \_\_\_\_\_ Received by: \_\_\_\_\_

Additional Documents Received by District: \_\_\_\_\_ Received by: \_\_\_\_\_

**District Review Form**

District Manager/Staff Review Date: \_\_\_\_\_

\_\_\_\_\_ Recommends Approval

\_\_\_\_\_ Recommends Approval with conditions: \_\_\_\_\_

\_\_\_\_\_ Recommends Denial. Reasons: \_\_\_\_\_

\_\_\_\_\_

**Permit Issued**

Date Temporary Land Use Permit Issue by District Manager with concurrence of Oversight Commission Chair: \_\_\_\_\_

Date Oversight Commission Notified of Issuance of Temporary Land Use Permit: \_\_\_\_\_

Documentation of Notification and Permit Attached: \_\_\_\_\_

Date Governing Council Notified of Issuance of Temporary Land Use Permit: \_\_\_\_\_

Documentation of Notification and Permit Attached: \_\_\_\_\_

Date IPMI Security Notified of Issuance of Temporary Land Use Permit: \_\_\_\_\_

Documentation of Notification and Permit Attached: \_\_\_\_\_