



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365
www.dhaz.gov

SPECIAL EVENT APPLICATION GUIDELINES

In order to apply for a Special Event Permit, a completed application form should be submitted to the Town of Dewey Humboldt Attn: Development Services Department at 2735 South Highway 69; Humboldt, AZ 86329. The Town's mailing address is P.O. Box 69; Humboldt, AZ 86329. **Depending on the type of event that you are planning, additional permits may be required.**

If the event is designed, intended, or reasonably calculated to attract a large number of people at the same time and at the same place, whether such places be indoors or outdoors, a copy of your application will be sent to the Yavapai County Sheriff's Department, Yavapai County Community Health Department, and Town of Dewey-Humboldt Public Works Department as may be appropriate. Any of these departments may require additional information. Please allow yourself plenty of time to comply in case any additional requirements are needed. Please be sure you have all the proper paperwork as indicated below before submitting your request. Incomplete information will hinder our ability to process your application in a timely manner. Please allow at least **forty-five (45) days** before the event for processing the application and longer if you are planning for a large event. If you have need for further assistance regarding Festivals, Parades and Races, please call the Town of Dewey-Humboldt at (928) 632-7362.

FESTIVAL AND PARADE PERMITS, CONDUCTED ON TOWN-OWNED PROPERTY OR IN TOWN RIGHTS-OF-WAY:

- 1) Fill out the Special Event Permit application form. Copies are available at Town Hall or on the Town's website: <http://www.dhaz.gov>.
- 2) The applicant must submit a map with a diagram of the festival or parade route and streets that will be affected by the event. Provide the name of sponsoring organization or who is to be responsible for your event.
- 3) The applicant shall provide evidence of liability insurance with minimum policy limits of one million dollars (\$1,000,000) per occurrence, with The Town of Dewey-Humboldt to be named as additional insured.
- 4) The Sheriff and the Public Works Departments and Fire District shall review the application and either approve it or disapprove it.
- 5) The completed application, with Sheriff, Public Works and Fire District approval or disapproval, shall be reviewed by the Town's Development Services Department.
- 6) If any of the specified conditions are not met, Development Services shall deny the application and shall notify the applicant regarding the reasons for the denial.
- 7) At the discretion of Development Services, or upon request by any approving personnel the permit may approved. The Town of Dewey-Humboldt retains the right to require additional provisions or to waive any provisions of the section.

SPECIAL EVENT PERMITS FOR VARIOUS TYPES OF RACES, CONDUCTED IN TOWN RIGHTS-OF-WAY:

- 1) Fill out the Special Event Permit application form. Copies are available at Town Hall or on the Town's website: <http://www.dhaz.gov>.
- 2) Submit a letter in writing explaining the event with a map included of the race or special event route, the date and time, if this is a race, what type of race it is (i.e., bicycle, foot, car, etc.).
- 3) The Sheriff, the Public Works Department, Development Services and Yavapai County Community Health Services shall review the application, as may be appropriate, as determined by the Dewey-Humboldt Development Services, and either approve it or disapprove it. Community Health Services may require the applicant to provide sanitary facilities for the event.
- 4) If the event affects any other jurisdiction, the applicant shall obtain a letter of approval from the jurisdiction and shall submit the approval letter as part of the application.
- 5) The applicant shall provide evidence of liability insurance with minimum policy limits of one million dollars (\$1,000,000) per occurrence, with The Town of Dewey-Humboldt to be named as additional insured.
- 6) If any of the specified conditions are not met, Development Services shall deny the application and shall notify the applicant regarding the reasons for the denial.

The completed application along with approvals or disapprovals from the Sheriff, Public Works, Development Services, Community Health Services, and the Fire District, as may be appropriate, and with documentation of liability insurance with the Town of Dewey-Humboldt named as additional insured, shall be reviewed by the Town's Community Development Services Department.

At the discretion of Community Development Department, or upon request by any approving personnel, approval of a permit may be granted. The Town of Dewey-Humboldt retains the right to require additional provisions or to waive any provisions of this section.

Special Event Permits do not apply to Town-sponsored events, whether held on Town-owned, Town-leased or Town Rights-of-Way. If the Town conducts events on property not owned by the Town, the Town need not obtain a permit from the Town if the other property owner requires a permit.

Festivals or Special Events on private property are required to comply with all requirements above except insurance requirements may be waived.

SHERIFF'S REVIEW OF APPLICATION:

- 1) The Sheriff, upon receipt of any of the applications will determine if a law enforcement presence is required. The Sheriff will determine the necessary resources based upon the type of event, the number of people who will be in attendance, the propensity for such events to create a law enforcement action and if traffic control is required. Additionally, the Sheriff will determine the type of law enforcement resources that will be required. Those may include certified deputies, private security or volunteers.
- 2) If law enforcement or security is required, the Sheriff will inform the applicant and the Town of Dewey Humboldt of those requirements prior to his approval. His approval will be based upon the applicant meeting the specified law enforcement or security requirements, if any.
- 3) If paid Sheriff's deputies are required, they will be paid according to the approved fee schedule in the Sheriff's Office. The applicant will be responsible for any law enforcement, security or other cost associated with the special event.
- 4) The Sheriff will ensure strict adherence to policies, statutes and other resolutions which are in effect.

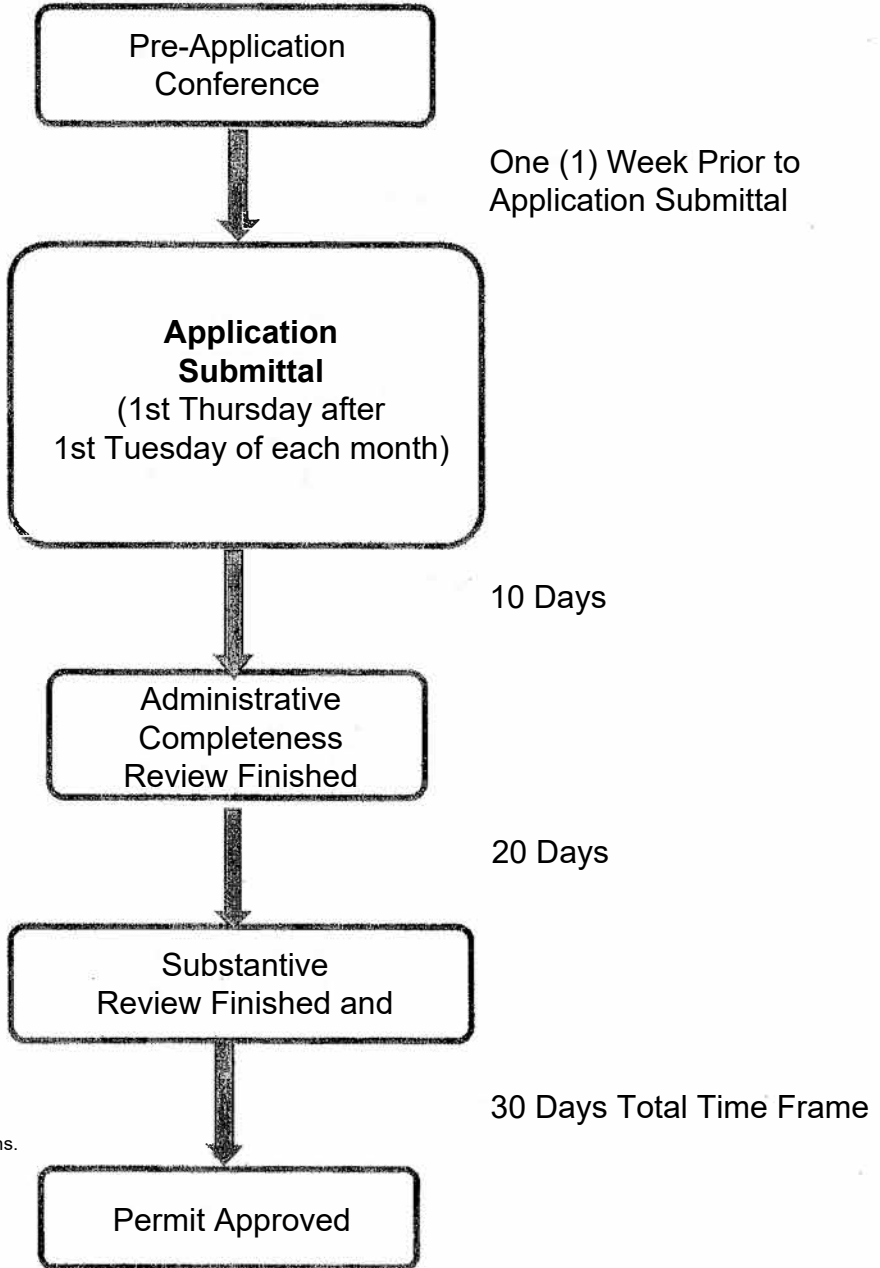
If you are charging admittance to your event and liquor will be provided, a special event application is required whether or not you are selling the liquor or if you are selling liquor as part of your event, you will need to apply for a Special Event Liquor License in addition to your Festival application. You can obtain a State Application from the Arizona Department of Liquor Licenses and Control at 800 W. Washington; Phoenix, AZ 85007; 800-241-3552, or at http://www.azliquor.gov/forms/lic_specialeventapp_access.pdf.

If food is to be sold or provided as part of the event, the applicant shall provide a list of food vendors to Yavapai County Community Health Services located at: 1090 Commerce Drive; Prescott, AZ 86301. To contact Community Health Services, call (928) 771-3122. If you are hiring vendors, they may already possess a permit.

You must supply portable toilets for the event. Provide one unit for men and one unit for women for every 240 persons. If only two units are provided, one shall be an ADA accessible unit with outside hand washing facilities.

Special Event Permit Process Flow Diagram

(Note: These time frames apply unless the applicant and Town mutually agree to an extension pursuant to A.R.S. § 9-835(1).)



If deficiencies are found, written or electronic notice is provided to the applicant and the administrative review time frame (and the overall time frame) is suspended from the date the notice is issued until the date the municipality receives the missing information from the applicant). If the missing information is not received by the Town within 15 days of the notice, the Town may consider the application withdrawn.

The Town may make one comprehensive written or electronic request for corrections. If it does, the substantive review time frame and the overall time frames are suspended until the day the applicant provides the corrections.

Permit & License Application Process

1

Customer receives application, Bill of Rights, Time Frames & Checklists online or at Town

2

Customer submits complete Application and Fees to Front Counter Representative

3

Staff reviews for initial completeness and accepts application within established time

4a

Town accepts application & provides Substantive Review within overall time frame.

4b

Town rejects incomplete application within Completeness Review time frame—notice of deficiencies issued to applicant

5a

Town approves application and issues electronic or written approval to applicant

5a

Town denies application OR mutually agree to subsequent re-submittal(s). All subsequent reviews occur within 25% of the overall time

6

Town issues a written or electronic notice granting or denying a license to applicant. If denied, written notice shall include justification for denial with specific references and an explanation of applicants right to appeal the denial including deadline to submit protest and contact information for questions on appeal process.

REGULATORY BILL OF RIGHTS

During the Fiftieth Legislature, First Regular Session, the Arizona Legislature passed Senate Bill 1598. This "Regulatory Bill of Rights" went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

ARS 9-832. Regulatory bill of rights

TO ENSURE FAIR AND OPEN REGULATION BY MUNICIPALITIES, A PERSON:

- Is eligible for reimbursement of fees and other expenses if the person prevails by adjudication on the merits against the Town in a court proceeding regarding a Town decision as provided in section 12-348.
- Is entitled to receive information and notice regarding inspections as provided in section 9-833.
- Is entitled to have the Town not base a licensing decision in whole or in part on licensing conditions or requirements that are not specifically authorized as provided in section 9-834, subsection A.
- May have the Town approve or deny the person's license application within a predetermined period of time as provided in section 9-835.
- Is entitled to receive written or electronic notice from the Town on denial of a license application that:
 - Justifies the denial with references to the statute, ordinance, and code or authorized substantive policy statements on which the denial is based as provided in section 9-835.
 - Explains the applicant's right to appeal the denial as provided in section 9-835.
- Is entitled to receive information regarding the license application process at the time the person obtains an application for a license as provided in section 9-836.

- May inspect all ordinances, codes and substantive policy statements of the Town, including a directory of documents, at the office of the Town or on the Town's website as provided in section 9-837.
- Unless specifically authorized, may expect the Town to avoid duplication of other laws that do not enhance regulatory clarity and to avoid dual permitting to the maximum extent practicable as provided in section 9-834.
- May file a complaint with the Town concerning an ordinance, code or substantive policy statement that fails to comply with this section.
- As provided in section 9-834, is entitled to have the Town not request or initiate discussions about waiving any of the rights prescribed in this section.

Town of Dewey-Humboldt Permit (License) Permitting Time Lines

Pursuant to ARS 9-835, the Town establishes overall permitting time frames during which the Town will either grant or deny each type of permit (license) that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The Town shall approve or deny the request within the overall time frame listed below, however, should the Town extend the review period for additional submittal(s), said extension shall not exceed 25% of the overall time frame.

Please note: These are projected time frames only and may change due to workload and staffing considerations.

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Addressing Request	10 days	20 days	30 days
Administrative Review Application	10 days	20 days	30 days
Special Event Permit	10 days	20 days	30 days
Minor Land Division Application	10 days	20 days	30 days
Sign Permit Application	10 days	20 days	30 days
Temporary Sign Application	10 days	10 days	20 days
Variance Application	10 days	20 days	30 days
Use Permit Application	30 days	60 days	90 days
Zone Map Change Application	30 days	60 days	90 days
Zone Text Change Application	30 days	60 days	90 days
Major General Plan Amendment	30 days	60 days	90 days
Minor General Plan Amendment	30 days	60 days	90 days
Planned Area Development Application	30 days	60 days	90 days
Preliminary Plat Application	20 days	30 days	50 days
Sketch Plan Application	10 days	20 days	30 days
Final Plat Application	20 days	30 days	50 days
Final Plat Amendment/Abandonment Application	20 days	30 days	50 days



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APPLICATION FOR SPECIAL EVENT PERMITS

For temporary events on private and public properties

SUBMITTAL REQUIREMENTS:

In the Town of Dewey-Humboldt's effort to maintain the health, safety and welfare of Town residents and visitors, the Common Council of the Town of Dewey-Humboldt has, by resolution, set forth provisions for the use of property for various short term uses.

- 1. APPLICATION** – The attached submittal application must be completed and submitted to the Community Development Department at least **forty-five (45) days** in advance of the event/use, enabling review by Town departments in an effort to facilitate orderly conduct of your planned activities.
- 2. SITE PLAN** – Please provide an 8½"x11" site plan, which includes restroom facilities, parking, access, location of each concession, etc.

PLEASE COMPLETE THE FOLLOWING CHECKLIST:

The following required information and this completed checklist must be submitted with the application before the application can be accepted by Permitting Staff.

- Applicant's full name, address, telephone number, and proof of identity, and person to contact during the event.
- A full and complete description of the event or activity to take place.
- A site plan detailing the general layout of the event.
- The duration of the event, with the date and time.
- Specific address and location at which the event will be conducted.
- An estimate of the anticipated attendance of the event.
- Proposed arrangements to provide for parking and staging areas.
- Description of proposed use of temporary structures, arrangements and duration of the structures.
- Proposed plan for sanitation, including disposal of waste and refuse and placement of portable toilet facilities.
- Proposed plan for street usage and map of event route if applicable.
- Applicant grants permission to inspect the subject property before, during and after the event.
- Temporary banners for event requires a separate sign permit application.
- If the State Highway is involved or affected in any way, ADOT will review application and a permit may be required by them, also.

THE TOWN OF DEWEY-HUMBOLDT SPECIAL EVENT PERMIT APPLICATION

In order to expedite the application process, please hand-deliver the application or mail it to above address. Please allow at least forty-five (45) days to process.

This form must be completed for all special events on any property which are open to the public. Private parties on private property do not need to complete this special event application form.

Name of Event: _____

List of Activities: _____

Address of Event: _____

Date of Event: From _____ To _____

Time of Event: From _____ a.m./p.m. To _____ a.m./p.m.

APPLICANT/ORGANIZER INFORMATION:

Applicant/Agent: _____ Phone: (____) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address and Website: _____ Parcel #: _____

NOTE: Agent must provide written proof of authority to act on property owner's behalf, if applicable.

Phone Number(s) of Applicant, Agent, or Owner (where they can be reached during the event)

Name: _____ Phone: (____) _____

Name: _____ Phone: (____) _____

Name: _____ Phone: (____) _____

Has a Conditional Use Permit been issued for the subject property? Yes _____ No _____

If **Yes**, does the Conditional Use Permit authorize the event requested? Yes _____ No _____

If **No**, has the event been authorized by other agencies? Yes _____ No _____

If **Yes**, by which agencies? _____

Has the event ever been held previously? Yes _____ No _____

If **Yes**, when and where? _____

Is this event using any public property or right-of-way? Yes No

If **Yes**, please submit evidence of liability insurance with minimum policy limits of one million dollars (\$1,000,000) per occurrence, with the Town of Dewey-Humboldt to be named as additional insured.

EVENT DESCRIPTION:

Describe type and size of event (location, how much area to be used, stages, entertainment, etc.) Please submit a site plan showing streets used, placement of tents, restrooms, parking, trash cans, signs, lighting, staging areas, etc.

Anticipated Attendance: _____ Number of Parking Spaces _____ (locate on site plan)

EVENT SET-UP:

Set-up will begin: _____ Clean-up/Take-down will end: _____

Will tents, stages, booths, etc. be used for the event? Yes _____ No _____

If **so**, please describe the size and type and how many: _____

Will any signs or banners be erected? Yes No

If **Yes**, a Sign Permit Application must be completed to include a site plan showing size and location. Fee applies.

Describe any power needs such as special outdoor lighting (locate on site plan): _____

Will generators be used? Yes ____ No ____ List number and size: (locate on site plan) _____

Describe any revenue to be generated from admission fees, solicitations from spectators, concessions or any other source: _____

Will the proceeds benefit any organization? Yes _____ No _____

If **so**, name of organization: _____

FOOD AND BEVERAGE PROVISIONS:

Describe food and beverages that will be distributed or sold at the event: _____

Will there be any alcoholic beverages served? Yes _____ No _____

If **so**, have licensing requirements been met? _____

(State Law requires that you obtain a *Special Event Liquor License*. Forms and instructions are available on our website.)

Will there be any cooking? Yes _____ No _____

ADDITIONAL EVENT INFORMATION:

Anticipated number of food and beverage booths/concessions: _____

Permit may be required from the Health Department (For Health Department Requirements: Prescott Office: (928) 771-3149 ▪ Cottonwood Office: (928) 639-8138.

RESTROOM AND REFUSE PROVISIONS:

The required number of restroom facilities (or portable toilets) and refuse containers are 1 per 100 people who are estimated to be at the event. Restroom facilities should be located within 200 feet of the event. For every 240 persons expected, one unit each for men, women, and ADA compliant are required. At least 1 hand wash station per 10 port-a-johns is recommended.

Have the above requirements for restroom facilities been met? Yes _____ No _____

(locate on site plan)

Public restrooms - Quantity _____ Chemical toilets - Quantity _____

Restroom requirement may be exempt if event is under four hours. (Contact the Health Department for Health Department requirements: Prescott Office (928) 771-3149 ▪ Cottonwood Office (928) 639-8138.

VENDOR PROVISIONS:

Will an approved water source be available for food vendors? Yes No

What method of wastewater disposal will be provided for food vendors? _____

Will electricity be provided to food vendors? Yes No

Will back-up refrigerated storage be provided to food vendors? Yes No

If **Yes**, how?: _____

Describe Sanitation Provisions (trash cans, event clean-up): _____

Who is providing the above provisions? _____

OTHER PROVISIONS:

Will there be any fencing erected (locate on site plan)? Yes No

Will there be any type of music? Yes No

If **Yes**, where? _____ Hours: _____

Non-Amplified Live _____ Amplified: _____

Do you plan to hire private security for the event? Yes No

Name: _____ Phone (____) _____

Rain Policy for the event: _____

PERMIT CONDITIONS:

SPECIAL EVENT PERMIT CONDITIONS may apply to this activity based upon the requirements of appropriate Town departments.

Please note that this application is not a permit until all affected Town departments and coordinating agencies approve it. Please read and initial the following:

- _____ 1. The proposed activity shall take place only on the date(s) and at such time(s) as is specified on the application.
- _____ 2. The use of said property is to be restricted to those purpose(s) stated on the application.
- _____ 3. Said property shall be kept in a clean and orderly manner free from debris.
- _____ 4. The proposed activity shall be restricted to the route(s), location(s), and checkpoint(s) as submitted with the application.
- _____ 5. Participant(s) in this activity agree to comply with restrictions applied to said activity by any agency with applicable jurisdiction.
- _____ 6. The movement of emergency vehicles shall have priority.
- _____ 7. Any sound device or music at this activity will be operated at a sound level not to exceed applicable standards. Applicant(s) also understand that any complaints of sound disturbance may result in cancellation of this permit.
- _____ 8. Equipment and lighting used for said activity is not to obstruct vehicular traffic.
- _____ 9. The number of participants in proposed activity shall be restricted to that stated on the application.
- _____ 10. The applicant(s) shall agree to obey all traffic laws applied to proposed activity.
- _____ 11. I understand and agree that the Town of Dewey-Humboldt will be held harmless from any and all damages or injuries which might result from this activity and the applicant(s) will assume all responsibility and liability.

Any violation of the above conditions may result in immediate revocation of permit and may be grounds for closure of event.

I declare that I am authorized to make this application and that to the best of my knowledge and belief, all information given herein is true, accurate and complete.

The terms and conditions of this permit are herewith acknowledged, and I agree to fully comply with the same.

Authorized Representative of Organization

Date

**PLEASE RETURN COMPLETED FORMS TO THE TOWN OF DEWEY-HUMBOLDT
DEVELOPMENT SERVICES DEPARTMENT**

SPECIAL EVENT CONTACT LIST

Central Arizona Fire and Medical Authority (CAFMA)	Darrell Tirpak	928-759-9933	DTirpak@cazfire.org
Arizona Department of Transportation (ADOT)	Troy Keating	928-777-5875	TKeating@azdot.gov
Arizona Department of Transportation (ADOT)	Richard Perez	928-777-5874	PrescottPermits@azdot.gov Northwestpermit@azdot.gov
Yavapai County Health Department	Cecil Newell	928-771-3149	Cecil.Newell@yavapaiaz.gov
Yavapai County Health Department	Sally Shelby	928-442-5510	Sally.Shelby@yavapaiaz.gov
Yavapai County Sheriff's Department (YCSO)	Lt. Mike Dannison	928-771-3260	Michael.Dannison@yavapaiaz.gov
Arizona Department of Liquor Licenses and Control		800-241-3552	http://www.azliquor.gov/forms/lic_specialeventapp_access.pdf