



Permit Type: COMMUNITY EVENT

Definition: The gathering or planned gathering of any group of ten (10) or more persons in or upon any public right-of-way, public facility or privately owned property where such event is likely to impact the normal flow of pedestrian or vehicular traffic on a public right-of-way. Community events shall include, but not be limited to, such events as block parties, parades or rallies.

You are applying for a Community Event Permit. PLEASE REFER TO THE PDF IN THE PERMIT FOR DETAILED INSTRUCTIONS FOR COMMUNITY EVENTS. Use the following information to help guide you through the submittal process.

Submittal Requirements: **Parker highly recommends and prefers that all documents be submitted in electronic form.**

- Certificate of Insurance naming Town of Parker as additional insured
- Site Plan-map of area and layout of event
- Traffic Plan (if requesting street closures/special requests for streets)

Permit Application

STEP 1 ENTER PERMIT INFORMATION STEP 2 STEP 3 STEP 4

Permit Type Information

PERMIT Type: COMMUNITY EVENTS [Instructions for online COMMUNITY EVENTS applications.](#)

PERMIT Subtype: AUTO RACE

*Short Description: [Text Field]

Job Value (\$): [Text Field]

Callouts:
- Choose permit type COMMUNITY EVENTS for drop down menu
- Select the permit sub-type that best fits your event
- Describe your Community Event
- Do not need to fill in

Complete the Addition Information section by selecting options from the drop down menus provided and including information such as start and end dates and times; detailed description of the event and number of participants.

Additional Information

EVENT STATUS: [Dropdown]

STARTING DATE: [Text Field]

ENDING DATE: [Text Field]

STARTING TIME: [Text Field]

ENDING TIME: [Text Field]

TOWN FACILITY OR PARK?: [Dropdown]

(only partial screen shot of section)

Location

**Enter part or all of your address and press search*

There were no addresses found.

If your event is taking place at a location with a street address enter it here. If the address is not known please leave this section blank.

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Filename

Description

Please include attachments here. Examples of attachments include Certificate of Insurance, Site Plan or any other information relative to the application.

Once everything is filled, out click on 'NEXT STEP' to move onto contact information.

There are multiple contacts listed on the 'Contact Information.' Applicant information should prefill with the information you provided when you created an account. The other contact information needed for a Community Event are Authorized Signer Information and Emergency On Site Information.

Authorized Signer Information

Name Phone

Address Email Address

City

State Zip

Emergency On Site Information

Name Phone

Address Email Address

City

State Zip

Once this information is completed click on 'NEXT STEP' located at the bottom of the page.

Please take a moment to review all of the information for the Community Event.

Application for a COMMUNITY EVENTS Permit

Review the information below prior to submitting the application

| | |
|--|--------------------------------------|
| Permit Information EDIT | Location EDIT |
| Type COMMUNITY EVENTS | 15632 |
| Subtype AUTO RACE | |
| Description test | |
| Job Value 0 | |

| | |
|--|---|
| Contacts EDIT | Fee Information |
| Applicant Information | Total Fees \$0.00 |
| Tara Moore (303) 841-0353 | |
| 20120 e mainstreet tmoore@parkeronline.org | |
| parker, co 80138 | |
| Owner Information | |
| Contractor Information | |
| Authorized Signer Information | |
| Emergency On Site Information | |
| | Attachments |
| | To upload additional attachments click Here |

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

If everything is correct, click on 'NEXT STEP.' This will submit your application and issue you a permit #. Please be sure to refer to permit number when inquiring about the status of your Community Event.