



## Apply for Special Event Permit

To apply for a Special Event Permit, follow these steps:

1. Read the appropriate governing policies and submittal requirements regarding the type of permit you are applying for.
2. Apply no later than 60 days prior to the date of the event.
3. Payment of \$100 by cash or check will require paying in person before the approval process can begin.
4. **Note:** all information submitted will be publicly accessible on the Internet.
5. Return all information to:

**Citizen Information Center**

Mailing Address	P.O. Box 1280, Fort Collins, CO 80522
Physical Address	200 West Oak, Street Fort Collins, CO 80521
Phone	(970) 498-7869
E-mail	<a href="mailto:gcookman@larimer.org">gcookman@larimer.org</a>



# Special Event Permit Application

Fill out the information below \* are required

## Applicant Information

\*Name: First: \_\_\_\_\_ Last: \_\_\_\_\_  
\*Street: \_\_\_\_\_  
\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_  
\*E-mail: \_\_\_\_\_  
\*Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

## Alternate Contact (optional)

Name: First: \_\_\_\_\_ Last: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

## Organization (optional)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Event Information

\*Event Name: \_\_\_\_\_  
\*Event Date: \_\_\_\_\_  
Event End Date: \_\_\_\_\_ (leave blank if only 1-day event)

## Permit Type

\*Select the type(s) of permits you are applying for:

County Road       Private Land

