



SPECIAL EVENT CHECKLIST

2500 N. Fort Valley Road, Bldg. 1
Flagstaff, AZ 86001
928-679-8850

Permit Holder is responsible for compliance to permit conditions. Non-compliance may result in denial of use, revocation of permit, and/or sanctions. Copies of required insurance and other required permits must be provided to this office before a Special Events permit will be issued.

The following information is needed to process your Special Event Encroachment Permit application:

- Schedule or itinerary of the event with detailed comments
- Site Plan: A scaled drawing on 8 ½ by 11 or larger paper with the following, as applicable:
 - Event Route
 - Start and Finish Areas
 - Proposed off-site parking/on-site parking
 - Proposed spectator areas
 - Location of heat zones, long & short turn-arounds, water stations, etc.
 - Location of portable restrooms
 - Location of trash receptacles
 - Security Plan/Emergency Access Route identified
- Traffic Control Plan by professional barricade company showing paid rental agreement from licensed vendor (barricade company shall place and remove signing)
 - Traffic Control Plan shall include completed Flagger Training List
- Copy of required Special Events Insurance of 1 million dollars showing Coconino County Community Development as Additional Insured
- Copy of U.S. Forest Service Operating Plan, if applicable
- Copy of FS-2700-24, Temporary Special-Use Permit, if applicable
- Copy of Arizona Department of Transportation Right-of-Way Permit, if applicable
- Signed copy of Sheriff's Department Special Events Requirements Sheet
- Business and/or home phone and fax numbers, email addresses
- Signature and printed name of Permit Holder
- Comments:
