

GRAND COUNTY SPECIAL EVENTS

Applicant Planning Guide



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**DRAFT Grand County Special Event Planning Guide
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Welcome

Grand County supports and welcomes special events that enhance the quality of life for our residents and visitors by fostering sustainability; empowering community; balancing the natural solitude of the surrounding desert with world-class recreation; supporting local entrepreneurial and creative enterprise; and celebrating culture, heritage, and place.

The County has created this permit process in order to better understand special event applications and enable events that protect the health, safety, comfort, and welfare of the County, its inhabitants, and its businesses. The application process follows guidance set out by the [Grand County Special Event Ordinance](#), which aims to permit those events that:

- Do not cause excessive or unusual noise, disruption, or crowding in the County
- Offer a diversity of events and opportunities for residents and visitors, and
- Do not overwhelm local resources



Disclaimer

This planning guide is for informational purposes only and provides a general overview of the special event permit application process. It may not describe in detail all permits, processes, activities, and fees necessary to obtain a Grand County special event permit. As part of your planning, you should contact all agencies and stakeholders involved in your event to ensure you are aware of all requirements for your event.

Definition of Special Event: Do I need a Permit?

Per the [Grand County Special Event Ordinance](#), a special event is defined as a sporting, cultural, entertainment, commercial, competitive, or similar gathering or activity that impacts the County, its present or future inhabitants, or local businesses, whether for profit, non-profit, or charitable purposes, whether open to the public or not, whether located on private or public land (including trails), occurring for a limited duration not to exceed thirty (30) consecutive days where *any one* of the following criteria applies:

1. Noise exceeds permissible levels set forth in Title 11 of the Grand County General Ordinances ("Noise Ordinance")
2. Activities exceed the normal scope of permitted use of the property
3. Participants expect a duty of care, aka safety
4. Public rights of way, including County roads and sidewalks, may be fully or partially closed
5. The County Commission determines that the proposed Event will result in identifiable impacts on County services or the health, welfare, peace, comfort, or safety of Grand County residents and/or visitors

Special Events include (but are not limited to): events where entrance/participant fees are charged or suggested or other compensation is exchanged, where retail sales are conducted or vendors offer goods or services; where trail rides are regulated by a commercial, organized group/event, or competitive SRP (or similar) issued by the state or federal government are organized; races; concerts; or a public assembly such as a parade, rally, or celebration.

Exceptions (instances that do not require a permit) include:

- Non-commercial, non-competitive family, friend, or youth events such as weddings, family reunions, dances, parties, or garage sales with less than 250 daily total attendees or 50 motor vehicles
- Conferences, trainings, lectures, sporting events, or similar events held in a permitted permanent facility consistent with the facility's occupancy and design standards
- Community events owned or sponsored by resolution by the County at a County-owned facility

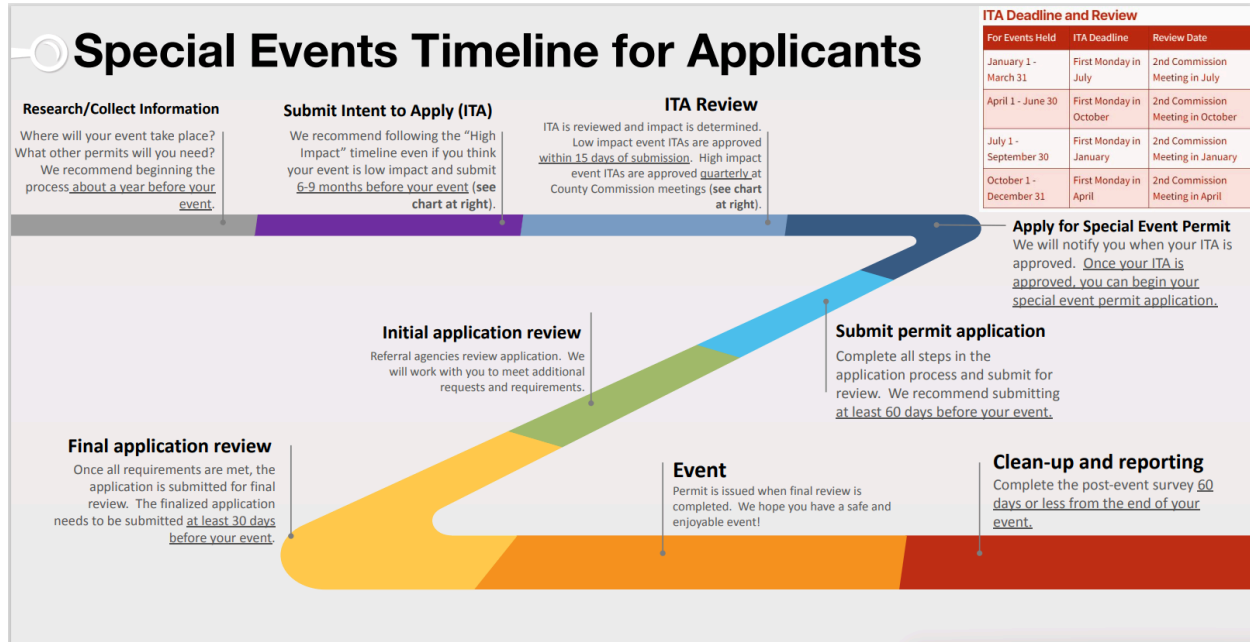


Wondering whether your event requires a permit?

Please email events@grandcountyutah.net and we will be happy to answer any questions you may have.

Application Process and Overview: A Timeline

The graphic below shows the general process and timeline for applying for a Grand County special event permit.



Applying for a special event permit is a two-step process:

1. Submitting an **Intent to Apply (ITA)**, which provides a general overview of your event and allows the County to determine whether it qualifies as low or high impact
2. Submitting the **Special Event Permit Application**, which provides more information about your event. The application is reviewed by multiple stakeholders and agencies in the County. Once reviewed, the permit is issued at least 30 days prior to the start of the event.

Step 1: Submitting the Intent to Apply

Researching and Collecting Information

Before you submit your Intent to Apply (ITA), we recommend that you begin researching and collecting information about what other permissions and permits you need for your event. What land managers will you be working with? What do they require in order for you to hold your event on their land? How long does it take to process different event permits? What fees can you expect to pay, and how will that impact the cost of your event? *We recommend beginning this process about a year before your event.*

Possible landowners and event areas are listed below:

Events in Moab City

Even if most of your event is in Grand County, you may be using Moab City property as well. Contact [Moab City Special Events](#) for permit and reservation information.

- Examples include but are not limited to:
 - Old City Park
 - Rotary Park
 - Swanny Park

Events on Bureau of Land Management (BLM) land

If your event is on or uses BLM land, you may need a permit from the BLM. The [BLM Utah Special Recreation Permit](#) page provides more information as well as how to contact the Moab Field Office.

- Examples include but are not limited to:
 - BLM campgrounds and picnic areas along the Colorado River Corridor
 - Bike trails on BLM land such as the Bar M and Navajo Rocks trail systems
 - Off-road trails on BLM land such as the Hells Revenge and Poison Spider trails

Events on National Park Service (NPS) land

If your event is on or uses NPS land, you may need a special use or event permit. The [Arches](#) and [Canyonlands](#) websites provide more information.

Events on US Forest Service (USFS) land

If your event is on or uses USFS land, you may need an event or commercial permit. The [Manti-La Sal National Forest website](#) provides more information as well as how to contact the Moab/Monticello Ranger District.

- Examples include but are not limited to:
 - The Oowah and Warner Lake campgrounds
 - Trails on USFS land such as Burro Pass, Jimmy Keen, and Hazard County

Events on State of Utah School and Institutional Trust Administration (SITLA) land

If your event is on or uses [SITLA land](#), you may need a right of entry permit. The [SITLA Right of Entry Permit](#) website provides more information.

Events using Old Spanish Trail Arena

Some events use Old Spanish Trail Arena (OSTA) for part or all of the event. If you are planning to use OSTA for your event, the [OSTA website](#) provides information and contacts to aid in the process.

Events on Private Outdoor Property

If your event is on or uses private outdoor property, be sure to obtain and document permission from the property owner. You will be asked to submit a [Property Owner's Permission Form](#) later in the application process.

Submitting your Intent to Apply (ITA)

Grand County uses the [Eproval](#) platform to process applications. Applicants will need to create a login in order to begin the application process.

Approval of the ITA does NOT guarantee a special event permit; it is merely the first step in the application process. The ITA provides an overview of the event to the Special Event Advisory Committee and the County Commission.

It will be helpful to have the following information ready when completing the ITA:

- Contact information for you and your organization
- Basic details about the nature of your event
- A link to the event website, if possible
- How many people you anticipate attending your event
- Proposed event dates
- Other agencies and/or permits involved in the event
- Location of the event
- Whether you plan to serve food and/or alcoholic beverages
- Whether your event will have vendors



ITA Review

The Special Events Advisory committee and/or the County Commission will review your ITA to determine whether the event qualifies as low or high impact per the [Grand County Special Event Ordinance](#). Characteristics of low impact events are as follows; *events must meet all of these characteristics in order to be considered low impact:*

- Maximum daily total attendance is estimated to be less than 250 people or 50 vehicles
- No anticipated noise or crowding impacts or other disruption on County roads, neighborhoods, or public lands, including but not limited to Mill Creek Drive, Kane Creek Boulevard, and Spanish Valley Drive
- No impact on County resources and staffing beyond normal operations
- No additional public safety staffing beyond normal operations

If an event does not meet all of these characteristics, it will be considered a high impact event and the ITA will be reviewed by the County Commission before the application process can continue. If an event is deemed a low-impact event, the Special Event Program Manager will notify the applicant that they can begin the special event permit application.

ITAs for low impact events must be submitted *at least 60 days before the start of the event*. ITAs for high impact events must be submitted *at least 6 months before the start of the event and are reviewed quarterly according to the schedule below*. If you are unsure of whether your event will be considered low or high impact, we recommend following the submission guidelines for a high impact event.

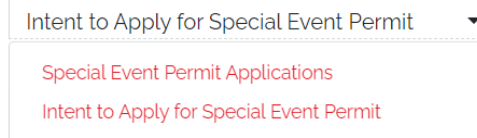
ITA Deadline and Review

For Events Held	ITA Deadline	Review Date
January 1 - March 31	First Monday in July	2nd Commission Meeting in July
April 1 - June 30	First Monday in October	2nd Commission Meeting in October
July 1 - September 30	First Monday in January	2nd Commission Meeting in January
October 1 - December 31	First Monday in April	2nd Commission Meeting in April

Step 2: Submitting your Special Event Permit Application

Completing and Submitting the Permit Application

The Special Event Program Manager will notify you once a determination has been made whether your ITA is low or high impact, and again once your ITA is approved. When your ITA is approved, the special event permit application will unlock and can be accessed from the dropdown menu at the top of your dashboard in Eproval. *You need to complete and submit your special event permit application in order to be issued a permit for your event.*



Intent to Apply for Special Event Permit ▼

- Special Event Permit Applications
- Intent to Apply for Special Event Permit

Some of the information from your ITA will be copied over into your permit application, but the application will also ask you for more in-depth information about your event. Depending on the nature of your event, you may be required to upload some of the following documents into your application:

- **Food vendor list and appropriate permits**
 - If you plan to sell, serve, give away, or sample food or consumable products at your proposed event, a food service permit is required.
 - For more information and to obtain a permit, please contact the Southeast Utah Health Department at (435) 259-5602.
- **Alcohol permit**
 - If you plan to serve alcohol at your event you will need a permit from the Utah Department of Alcohol Beverage Services (DABS)
 - The first step in obtaining a permit is to complete the [local consent form](#) and send it to events@grandcountyutah.net. The local consent form needs to be signed by the County Commission and submitted when you apply for the DABS permit.
 - Local consent forms and DABS permits have strict submission deadlines. *We recommend you complete and submit your local consent form as soon as possible to start the application process early.*
 - For more information and to apply for the DABS permit, visit abs.utah.gov or call (801) 977-6800.
- **Vendor information and permits (final list to be submitted 3 days before the start of the event)**
 - If your event has vendors, you will need to provide the name, contact, email, a list of products to vend, a copy of each vendor's sales tax account number issued by the State of Utah (or 501(c)(3) non-profit organization confirmation letter), and a copy of each vendor's business or temporary business license issued by Grand County.
 - For vendors required to register with the Industrial Hemp or Cannabis division of the Utah Department of Agriculture and Food, a copy of the Hemp or Cannabis license for the precise special event location is required.

- For vendors selling food, a copy of the vendor's Southeast Utah Health Department food permit may be required.
- **Road closure and/or traffic control information**
 - All events that require street closures, have street activities, or require public parking to be blocked off must provide a Traffic Control Plan as part of their application. All of the following must be on the site/sketch plan:
 - All street closures proposed
 - Races: indicate the start/end locations
 - Entrances and exits
 - Parking and overflow parking needs to have the number of estimated vehicles
 - Applicants may work directly with Grand County to coordinate these services. Please contact the Grand County Sheriff's Office and the Road Department for a cost estimate.
 - Sheriff's Office (435) 259-8115
 - Road Department (435) 259-5308
 - [Utah Department of Transportation](#) (UDOT)
 - Signs on highway may require UDOT permits
- **Medical Plan**
 - To help event organizers create the medical plan, Grand County EMS has created [guidelines](#) for events of different sizes and natures
 - Grand County EMS reserves the right to specify the need for and number of Emergency Medical Staff required at an event
 - For more information, contact Grand County EMS at (435) 259-1301 ext. 4



- **Insurance**
 - All events will need to provide a certificate of insurance naming Grand County as an Additional Insured in an amount not less than \$1 million per occurrence and \$2 million aggregate in effect for the duration of the proposed event
 - If the event involves alcohol and is at a County facility, liquor liability insurance is also required in the amount of \$500,000
 - Applicants will also need to complete and submit an [Indemnification and Liability Agreement](#) as part of the permit application
- **Permits from other landowners/land managers**
 - If your event requires a permit from another landowner or land manager (BLM, SITLA, USFS, etc) you will need to upload those permits as part of your application
- **Tax information**
 - You will need to submit your sales tax account number, temp sales tax account number, or a written determination from the Utah Tax Commission stating that a temporary special event sales tax number is not required.
 - Information about the Special Event Sales Tax requirement and information on how to apply through the Utah State Tax Commission is available on the [State Tax Commission website](#)

Special Event Permit Application Review

We recommend that you complete and submit your permit application for review *at least 60 days before the start of your event*. Once your application is submitted, it will be reviewed for completeness and sent to referral agencies and stakeholders for their review. During this process, stakeholders may request clarification or additional information from you. The Special Event Program Manager will work with you to fulfill these requests.

Once all requirements have been met, your application will be submitted for final review and approval. The finalized application needs to be submitted and the permit issued *at least 30 days before the start of your event*.



Post-event Clean-up and Reporting

After your event, you will be sent a post-event survey. This survey needs to be completed *60 days or less from the end of your event*.

Other Elements of the Special Event Process

Fees

In order for your special event permit application to be processed, you need to pay a non-refundable application fee to the Grand County Clerk's Office. For 2024, the fee is \$200 for low impact events and \$400 for high impact events. Once the fee is paid, you can upload the receipt as proof of payment in Eproval. For more information, please see the [Grand County Fee Schedule](#).

Grounds for Denial

Per the [Grand County Special Event Ordinance](#), Grand County may deny a permit application for reasons including but not limited to the following:

- The County determines that other events planned for the same dates provide greater overall benefit to the community
- The County determines that County or public safety agencies do not have sufficient staffing for the event
- Applicant submits incorrect, incomplete, or false information
- The proposed event is incompatible with public health, safety, peace, comfort, or welfare of Grand County residents or visitors, or may result in an unreasonable inconvenience or cost to the public
- The zoning of the proposed event site does not permit the use proposed by the applicant
- The proposed event is illegal
- Applicant refuses or fails to pay fees or comply with permit requirements or conditions
- Impacts associated with the proposed event cannot be mitigated
- Applicant does not meet required deadlines and timelines
- Applicant failed to comply with the prior year's application requirements or permit conditions
- The Post Event Evaluation or other notice of deficiency from a prior event year justifies denial
- Executive or Public Health orders preclude the event

If your event is denied, you will receive a written Final Decision with Findings of Fact explaining the denial.

Appeals

Applicants may appeal County decisions within 30 days of the date of the written notice.

Remedies and Penalties

The County or a designee may inspect an event in order to ensure compliance with the application provisions and conditions of the permit.

In the event that an event is violating local, state, or federal law or conditions of approval, the County may:

- Cancel or stop the event and/or revoke the special event permit
- Seek an injunction in the Seventh District Court, Grand County, Utah
- Issue civil fines
- Issue criminal citations
- Deny the permittee or event a permit for up to the following three years
- Request a state or federal land management agency cancel or suspend the permittee's SRP for violations of local law

Need more information?

The Grand County Special Events Team is here to help! Please email us at events@grandcountyutah.net or call us at (435) 259-1372.

